

**POSITION DESCRIPTIONS
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE**

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OFFICERS AND BOARD OF DIRECTORS

PRESIDENT

Responsible and Reports to: ASCLS Board of Directors and House of Delegates.

Position, Purpose and Function: The President serves as the chief executive officer of the Society; serves as the principle spokesperson for the Society; presides at all meetings of the Board of Directors; presides or names a designee to preside at the House of Delegates; directs and supervises the Executive Vice President; serves on the Annual Meeting Steering Committee; serves as ex-officio member of all committees with the exception of elected committees; appoints members to fill vacancies on appointive committees; serves as Chair of the Executive Committee; and coordinates the activities of the Board of Directors and House of Delegates.

Term of Office: One (1) year.

Responsibilities:

1. Officially represents the Society in matters relevant to its purpose and objectives.
2. Organizes and presides at all meetings of the Board of Directors.
3. Communicates on a regular basis with the Executive Vice President.
4. Maintains a performance plan for the executive director and regularly monitors performance.
5. Appoints committee, task force and official representatives of the Society to fill vacancies that occur in their year as president as designated in the **Bylaws, Standard Operating Procedures**, or by the Board of Directors or House of Delegates.
6. Reviews or causes to be reviewed materials, communications and publications generated by the Executive Office.
7. Communicates current activities of the Society to the Board of Directors on a regular basis.
8. Communicates current activities of the Society to the membership and their relationship to the goals and objectives of the Society on a regular basis.
9. Submits articles for the *ASCLS Today* newsletter as requested and posts updates on the ASCLS Open Forum or Leadership Communities as needed.
10. Answers correspondence directed to the office of the President.

PRESIDENT-ELECT

Responsible and Reports to: ASCLS President.

Position, Purpose and Function: The President-Elect is to become familiar with the duties of the office of the President; assist the President as directed and in the absence of the President preside at meetings of the Board of Directors; in the event of a vacancy in the office of the President, serve as the President; serve as a member of the Board of Directors and Executive Committee; Chair the Committee on Long Range Planning and the Appointments Committee; serves on the Annual Meeting Steering Committee; and serve as a member of committees or liaison to committees as assigned by the President.

Term of Office: The President-Elect is elected by the House of Delegates for a one (1) year term. Following that year, the President-Elect shall succeed to the presidency.

Responsibilities:

1. Develops an in-depth knowledge of past and present activities of the Society.
2. Attends meetings of the Board of Directors and the annual meeting as well as regional, state, and local meetings when requested.
3. Participates as a member of the Executive Committee.
4. As chair of the Committee on Long Range Planning, organizes the strategic planning functions of the Society.
5. Plans and conducts a Planning Day for the Board of Directors in conjunction with the Interim Board Meeting. The purpose of the Planning Day is to gather information to set the Strategic Plan for the following year and prepare the Board to work as a team.
6. Solicits nominations for national committees and selects Chair and Vice-Chair for approval by the Board.
7. Coordinates the activities of the Appointments Committee; appoints new members to committees with approval of the ASCLS Board of Directors.
8. Represents the Society as directed by the President.
9. Prepares letters, memos, reports, news articles as requested.
10. Performs other duties as assigned by the President and/or Board of Directors.
11. Conducts Leadership Training Symposium for ASCLS Constituent Leaders, i.e. Presidents, President-Elect, Committee chairs
12. Conducts Committee Chair training, providing committee roster and charges.

SECRETARY/TREASURER

Responsible and Reports to: ASCLS President.

Position, Purpose and Function: The Secretary/Treasurer serves as Secretary at all meetings of the Board of Directors, House of Delegates, and administers the House Minutes Committee. When serving as Treasurer: assures receipt and expenditure of Society funds according to Society policies; ensures that all accounts of the Society are audited annually or as needed; assures annual financial reports are submitted to the House of Delegates; serves as a member of the Board of Directors and the Executive Committee; Chairs the Finance Committee of the ASCLS Board of Directors; and, serves as a member of committees or as liaison to committees as assigned by the President.

Term of Office: The Secretary/Treasurer is elected by the House of Delegates for a term of three (3) years and may only serve two consecutive terms.

Responsibilities:

1. Assures that minutes are recorded at all meetings of the Board of Directors, the Executive Committee and the House of Delegates and keeps or causes to be kept in permanent form a record of all minutes taken at such meetings. Prepares and distributes minutes of the meeting within 30 days after the meeting
2. Supervises the duties and functions of the Minutes Committees appointed for the House of Delegates.
4. Prepares actions and directives of meetings as appropriate for publication and distribution.
5. Prepares and emails any request for action on which a vote is needed when the Board of Directors is not in session. Reads the result of the eMotion into the minutes of the next Board Meeting.
6. Assures that files are maintained of minutes and contractual agreements.
7. Coordinates the activities of the Finance Committee.
8. Reviews and reconciles financial reports.
9. Reports to the Board of Directors and House of Delegates on the financial status of the Society.
10. Participates in the preparation of the Society's budget.
11. Represents the Society as requested by the President.
13. Performs other duties as assigned by the President and/or Board of Directors.

REGIONAL DIRECTOR

Responsible and Reports to: ASCLS President.

Position, Purpose and Function: A Regional Director serves as coordinator of constituent society activities within defined regions; acts as the representative from the respective constituent societies to the Board of Directors; represents the Board of Directors to constituents; facilitates communication among the Board of Directors, Regional Council and constituent societies; serves as a member of the Board of Directors; may serve as a member of the Executive Committee; and, serves as a member of committees or liaison to committees as assigned by the President.

Term of Office: Regional Directors are elected by the House of Delegates for a three (3) year term and may only serve two consecutive terms.

Responsibilities:

1. Coordinate one or more regional council meetings each year and may serve as presiding officer of the respective regional council.
2. Appoint during the Regional Director's first year in office, a regional member to the Member Services Committee, the Leadership Development Committee, and the Ascending Professional Committee. These committee members will begin their first year on the MSC, LDC or Ascending Professionals Committee the second year of the Regional Director's term.
3. During the Regional Director's first year in office, recommend to the PAC Chair a regional member to the PAC Board of Trustees. If appointment approved by the PAC Chair, the Trustee will begin their term during the second year of the Regional Director's term.
4. Communicates and monitors responsibilities of each constituent society who must, on an annual basis, hold at least two meetings of its board of directors, hold one annual business meeting, hold one annual scientific meeting, and publish and distribute to all resident members, except Collaborative members, a state publication at least twice each year.
5. Coordinate regional activities to include but not be limited to meetings, education seminars, etc.
6. Attend, if possible, at least one business meeting of each respective constituent society each year.
7. Assume specific duties as may be delineated in the respective region's guidelines.
8. Perform other duties as assigned by the ASCLS President and/or Board of Directors.
9. Provide articles for the *ASCLS Today* newsletter as assigned.

PAST PRESIDENT

Responsible and Reports to: ASCLS President.

Position, Purpose and Function: The Immediate Past President serves as a member of the Board of Directors; as a member of the Executive Committee; and serves as a member of committees or liaison to committees as assigned by the President.

Term of Office: Serves for one (1) year immediately after term as President.

Responsibilities:

1. Serves as Board Liaison to the Affiliated Organization Representatives
2. Serves as a member of the Appointments Committee, Long-Range Planning Committee, and the Nominations Committee.
3. Serves as the media liaison.
4. Perform other duties as assigned by the President and/or Board of Directors.
5. Serve as an ex officio member of the Promotion of the Profession Committee (PPC).

DEVELOPING PROFESSIONAL DIRECTOR

Responsible and Reports to: ASCLS Board of Directors, ASCLS Developing Professional Forum officers and ASCLS Developing Professional Forum.

Position, Purpose and Function: The Developing Professional Director shall serve as the voice of the Developing Professional Forum to the ASCLS Board of Directors as the Chair of the Forum. The Developing Professional Director shall also serve as a voting member of the ASCLS Board of Directors. The function of the Developing Professional Forum chairperson shall be to disseminate information to and from the ASCLS Board of Directors and the Developing Professional Forum.

Term of Office: One year to be elected by the Developing Professional Forum at the ASCLS Annual Meeting.

Responsibilities:

1. Appoints Developing Professional Forum subcommittees and task forces as needed.
2. Assumes overall responsibility for all activities, programs, and projects undertaken by the Developing Professional Forum.
3. Disseminates information to the Developing Professional Forum leadership.
4. Corresponds with the Developing Professional Forum Advisor on all Developing Professional Forum activity.
5. Functions as a voting member of the ASCLS Board of Directors.
6. Assumes all responsibilities of a member of the ASCLS Board.
7. Reviews and revises the Developing Professional Forum Manual and suggests any improvements as they are deemed necessary.

ASCENDING PROFESSIONAL DIRECTOR

Responsible and Reports to: ASCLS President.

Position, Purpose and Function: The Ascending Professional Director shall be a mentor to the Developing Professional Director and represent Ascending Professional members and recent graduate's interests to the Board of Directors. He/She shall serve as a voting member of the Board of Directors, serve as the Ascending Professional Forum Past-Chair.

Term of Office: The Board of Directors appoints the Ascending Director at the Annual Meeting each year for a one (1) year term and may serve only one term. The Ascending Professional Director serves as Past-Chair of the Ascending Professionals Forum during their term.

Responsibilities:

1. Assists the Ascending Professional Forum Chair in coordinating one or more Ascending Professional Forum meetings each year and serves as Past-Chair of the Ascending Professionals Forum.
2. Assists as requested, in activities, programs, and projects undertaken by the Ascending Professional Forum.
3. Assists as requested in disseminating information to the Regional and State Ascending Professional Forum leadership.
4. Serves on the Annual Meeting Steering Committee (AMSC) during their year as Ascending Professional Director.
5. Functions as a voting member of the ASCLS Board of Directors.
6. Perform other duties as assigned by the Ascending Professional Forum Chair, ASCLS President and/or Board of Directors.

STANDING COMMITTEES

NOMINATIONS COMMITTEE

Responsible and Reports to: ASCLS Board of Directors and House of Delegates.

Purpose: The Committee serves to publicize position vacancies; secure nominees and evaluate those nominees as to qualifications and experience in order to prepare a slate of candidates for election.

Composition, Election, Term, and Leadership:

1. Composition: The total committee membership is six (6) members, which includes five (5) members elected at large plus the sitting Past President.
 - a. Member eligibility: Professional or emeritus members of this Society who are and have been active members in the Society for ten (10) years or more prior to election. No officer or director elected or appointed, of this Society is eligible with the exception of the sitting past-president. Each of the five (5) elected members would serve as a liaison to two (2) regions not served by an elected member that year. The Nominations Chair would be responsible for assigning regional liaisons.
 - b. Minimal qualifications for Nominations Committee
 - i. Member of a national task force, committee or Board of Directors within the last 5 years, AND
 - ii. Attendance at a minimum of 3 of the last 5 Annual Meetings with a preference given to individuals also serving as Delegates
2. Election and Candidate Selection:
 - a. Members are elected at the annual session of this Society by the House of Delegates.
 - b. Election of members are to be staggered such that two (2) members are elected every other year and one (1) member is elected in the year in between.
 - c. Candidate Selection: Constituent societies may recommend qualified persons to the Nominations Committee at the same time and in the same manner as nominations are submitted for other elected positions of the Society.
 - d. The Nominations Committee processes information on all submitted potential candidates for this committee and prepares a slate of qualified nominees. This slate of nominees becomes part of the slate of candidates for elected positions in this Society.
3. Elected Term and Leadership:
 - a. Committee Member: three (3) year term; is not eligible to serve more than two (2) consecutive terms and may not serve again until they have been off the committee for a minimum of three (3) years (i.e. one term length).
 - b. Chair and Vice-Chair:
 - i. The committee will elect their own Chair and Vice Chair when the committee convenes at the ASCLS Annual Meeting
 - ii. The Chair and Vice Chair will serve a term limit of one (1) year of service with no more than two (2) consecutive terms being served.
 - iii. If the Chair cannot complete their term, the current Vice Chair will assume that role

- c. 3) When a vacancy occurs on the Committee, the President of this Society, with the approval of the Board of Directors, will appoint a qualified person to serve until the next annual session of the House of Delegates when an individual is to be elected to serve the remainder of the term.

Responsibilities:

1. Each member contacts the respective Regional Director and constituent society's presidents requesting nominations for those ASCLS positions to be considered for the ensuing year.
2. Each member is to be thoroughly familiar with the position descriptions for each position to be filled by election.
3. Review all candidate information and rate each one based on established criteria for each position.
4. Meet all deadlines established by the Chair.
5. Assist as requested at the Candidates' Presentation at the Annual Meeting.
6. Perform other such duties as assigned by the Chair, ASCLS Board of Directors, and/or House of Delegates.

Chair's Responsibilities:

1. Notifies all Nominations Committee members, Board of Directors, constituent society presidents, presidents-elect, and publications editors of the following:
 - a. List of positions to be filled;
 - b. Eligibility requirements, duties, and terms of office for each elective position;
 - c. Position descriptions;
 - d. Availability of nomination forms and consent forms; and, the deadline for submission of the forms.
2. Reviews all completed candidate information forms; copies and sends them to all Committee members with rating forms and instructions.
3. Tallies votes from Committee members and prepares the slate for election.
4. Inform all nominees as to their acceptance/non-acceptance as a candidate for office.
5. Prepares a report for the Interim and Annual Board Meeting.
6. Publishes a report, for the membership, of the slate of nominees for office.
7. Presides at the Candidates' Presentation during the Annual Meeting.
8. Verifies eligibility of any nominations that come from the floor at the Candidates' Presentation during the Annual Meeting.

JUDICIAL COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee exercises its functions only in those matters specifically assigned by the **Bylaws**, or in matters referred by official persons or bodies of this Society.

Term of Office: Members are elected for a term of five (5) years and may only serve one consecutive term. Annually, the House of Delegates elects one member.

Composition of Committee: The Committee comprises five (5) professional or emeritus members who have served the Society previously as an officer, director, or presiding official of the Bylaws Committee of the Society. When a vacancy occurs on the Committee, the President of this Society, with the approval of the Board of Directors, will appoint a qualified person to serve until the next annual session of the House of Delegates when an individual is elected to complete the term.

Chair: Within two weeks of the annual election of a new member, the Committee members elect the Chair of this Committee.

Responsibilities:

1. Interprets the **Bylaws** of the Society and tests facts against them or against common standards of justice and fair play.
2. Serves as an impartial body for investigation or deliberation of matters referred for consideration.
3. Arrives at a conclusion as to the truth or propriety of facts adduced to the proceedings.
4. Renders opinions as recommendations for action of the Society.
5. Hears appeals as set forth by the **Bylaws** and **Standard Operating Procedures** of the Society.
6. Rules in appeals brought by a member or constituent society against an action or decision of a functional body of this Society.
7. Investigates charges brought in expulsion, impeachment, or charter revocation proceedings.
8. Adjudicates elections procedures during the annual meeting.
9. Establishes and maintains a permanent and complete record of deliberations, opinions, and outcomes as a reference for the future.

Chair's Responsibilities:

1. Coordinates the activities of the Committee.
2. Prepares reports for the initiator(s) of requests for action to the Judicial Committee.
3. Prepares reports for the Board of Directors on all matters considered together with recommendations for action or disposition of such matters as appropriate.

BYLAWS COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee serves to receive proposed amendments to the **Bylaws** and **Articles of Incorporation** of this Society and to prepare said amendments for consideration as described under Article XV of the **Bylaws** of the Society. In addition, the Committee examines, considers and approves appropriate proposed changes to the constitutional codes of constituent societies chartered by the Society.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership is eight (8) members of which one (1) must be a Developing Professional member and one (1) must be an Ascending professional committee member.
2. Appointment, Term & Leadership:
 - b) Committee Members: Three (3) year term; two (2) members appointed annually; may only serve for two (2) consecutive terms and may serve again after being off the committee for one (1) year.
 - c) Developing Professional Member: One (1) year term
 - d) Ascending Professional Committee Member: One (1) year term
 - e) Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; One (1) year term with the Chair limited to three (3) terms.
 - f) The term of office will begin with the adjournment of the House of Delegates at the Annual meeting.

Committee Responsibilities:

1. Reviews and approves appropriate constituent society bylaws and proposed changes to ensure compliance with national codes. Communicate with Constituent Society Bylaw chairs and leadership, i.e. President and President Elect about Bylaw amendments that may affect constituent societies and require Bylaw amendments to society documents. and provide resources for assistance as needed. The Committee may recommend constituent society bylaws changes to assure compliance with **ASCLS Bylaws**.
2. Develop forms and informational material (printed or electronic) that can assist Bylaws chairs and/or committees with Bylaws issues.
3. Receives proposed changes to the **Bylaws** and prepare proposed amendments for presentation to the Board of Directors and House of Delegates according to the **Bylaws** and **Standard Operating Procedures** of the Society.
3. Provides the Executive Office with the material on proposed bylaws changes for the appropriate Board of Directors meeting(s) according to the published timelines.
4. Provides the Executive Office with the material on proposed bylaws changes for publication in the appropriate ASCLS publication in accordance with Article XV of the ASCLS **Bylaws**.
5. Makes non-substantive changes in the language of adopted amendments and other bylaws as may be necessary for clarity or to conform to the action of the House of Delegates.
6. The Chair or an appointed member of the Committee directs the maintenance of the electronic file of the ASCLS Bylaws/SOPs. After updating the file for any changes to the Bylaws or SOP's, a copy will be provided to the ASCLS Webmaster of inclusion on the ASCLS website.

7. Performs such additional duties as are defined or implied in the **Bylaws** and **Standard Operating Procedures** of the Society.

Chair's Responsibilities:

1. Assigns the review of constituent society codes to members of the Bylaws Committee as appropriate.
2. Appoints consultants to assist the Committee in problem reviews.
3. Critiques all materials related to **Bylaws** and **Articles of Incorporation** prior to publication.
4. Prepares reports on the activities of the Committee for each Board of Directors meeting according to the published timelines.
5. Communicates activities and intent to the Board liaison prior to the Board meeting.
6. Chairs Bylaws Committee meetings.

HOUSE AFFAIRS COMMITTEES

CREDENTIALS COMMITTEE

Responsible and Reports to: ASCLS President.

Purpose: This Committee serves to implement the methods and procedures used to certify and tally delegates and alternates at the Annual Meeting.

Term of Office: The term of office is just prior to and the duration of the Annual Meeting and Exposition. In order to allow preparation, the appointment of the Chair should be made before the Fall Conference Call.

Composition of Committee: The Chair of the Committee with approval of the President determines the number of members.

Chair: The President appoints the Chair of the Committee each year.

Responsibilities:

1. Verifies and certifies delegates and alternates as submitted by the constituent society presidents and distributes identification cards and appropriate informational packets.
2. Assists constituent society presidents with delegation changes, questions, problems, etc.
3. Keeps an accurate tally of certified delegates on and off the floor during the proceedings of the House of Delegates.
4. Assists Elections Committee during election of officers and ensures qualifications of each voting delegate.

Chair's Responsibilities:

1. Contacts constituent society presidents requesting volunteers to serve on the Committee.
2. Receives lists of delegates and alternates from the constituent societies and verifies the authorized number of delegates allowed for each society.
3. Provides updates to the Regional Directors and Constituent Society Presidents related to the credentialing process and activities that Delegates are responsible to participate in during the Annual meeting.
4. Arranges appropriate facilities for the Committee with convention services.
5. Assists the President in matters related to the credentials process.
6. Reports the total number of delegates credentialed and the number present on the floor of the House of Delegates at any time requested during the proceedings.
7. Utilizes the ASCLS Today newsletter and online ASCLS Communities to promote the activities of the committee.

ELECTIONS COMMITTEE

Responsible and Reports to: ASCLS President.

Purpose: This Committee serves to conduct all elections of the House of Delegates following instructions prepared by the President in accordance with the constitutional codes of the Society.

Term of Office: The term of office is for the duration of the Annual Meeting and Exposition.

Composition of Committee: Committee chair determines the number of committee members.

Chair: The President appoints the Chair of the Committee each year.

Responsibilities:

1. Assures that the voting at the annual meeting is efficient and effective.
2. Provides resources as needed to assist with electronic elections.
3. Assists with tabulation of votes after closure of the polls.
4. Determines in advance the process that will be utilized for any run-off elections.

Chair's Responsibilities:

1. Reviews and updates election procedures and instructions for delegates.
2. Assists in the selection of Committee members and scheduling of members during the annual meeting.
3. Proofs the ballot prior to the elections.
4. Coordinates a time to meet with the Chair of the Judicial Committee to validate the election results.
5. Reports results of elections to the President; prepares and posts a report of results at the direction of the President.
5. Reports on election results to the House of Delegates and prepares a complete report of the elections to be filed with the minutes of the proceedings of the House of Delegates.

MINUTES COMMITTEE

Responsible and Reports to: ASCLS Secretary/Treasurer.

Purpose: This Committee takes notes and assists the Secretary/Treasurer in taking the minutes to ensure that an accurate account of the proceedings of the House of Delegates will be recorded.

Term of Office: As determined by the President

Composition of Committee: The President appoints three professional or emeritus members of the Society to serve on the House of Delegates' Minutes Committee. The Committee functions to assist the Secretary/Treasurer in recording and proofing the minutes of the proceedings.

Chair: The President appoints the Chair of this Committee.

Responsibilities:

1. Records notes and keeps track of all motions presented at the House of Delegates meeting.
2. All commendations made during the House of Delegates will need to be submitted electronically to the ASCLS Secretary/Treasurer within a week of the House to be included in the minutes.
3. Reviews and verifies minutes that the Secretary/Treasurer prepares.
4. Signs and dates the signature form for the minutes when review is completed.
5. Return minutes to the Secretary/Treasurer in a timely manner.

Chair's Responsibilities:

1. Coordinates the activities of the Committee at the House of Delegates.
2. Directs the Committee on the process and timeline to use for the preparation of the draft of the minutes.

SERGEANT-AT-ARMS COMMITTEE

Responsible and Reports to: ASCLS President.

Purpose: The Sergeant-at-Arms Committee provides for logistical support for all major gatherings at the Annual Meeting and acts as liaison among committees for traffic flow, security, and seating arrangements.

Term of Office: The term of office is for the duration of the Annual Meeting and Exposition.

Composition of Committee: The Master Sergeant-at-Arms determines the number and makes the appointments.

Chair: is the Master Sergeant-at-Arms and is appointed by the President.

Responsibilities:

1. Reports to Master Sergeant-at-Arms for deployment and specific assignments.
2. Counts votes in specific sections/areas during any official proceedings and the House of Delegates.
3. Transmits written motions from the floor to the Speaker of the House at the podium.
4. Controls all exits to ensure free flow of traffic and security of the meeting.
5. Ensures that the Credentials Committee validates delegates leaving or entering any official proceedings.

Chair's (Master Sergeant-at-Arms) Responsibilities:

1. Provides logistical support to the President at all major gatherings during the Annual Meeting.
2. Assists in seating arrangements at all major functions.
3. Assigns a sufficient number of sergeants to ensure crowd control, free flow of traffic and security during the House of Delegates, Candidates' Presentation, Elections, and any other official proceedings.
4. Supervises activities of all sergeants appointed for duty.

BOARD OF DIRECTORS COMMITTEES

APPOINTMENTS COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee serves to identify potential candidates for appointed positions of the Society for the ensuing year.

Term of Office: One year with potential for reappointment for a second year.

Composition of Committee: The ASCLS President-Elect and two members of the Board of Directors are appointed by the President to serve on the Committee.

Chair: ASCLS President-Elect serves as Chair of the committee.

Responsibilities:

1. Identifies appointive positions that must be filled for the next operational year.
2. Solicits and receives suggestions from the membership regarding persons to serve in various appointed positions of the Society.
3. Researches the background and qualifications of individuals suggested for appointments to ascertain their suitability to serve in the respective positions.
4. Selects candidates (under the direction of the President) to be approved by the Board of Directors at the interim Board meeting.
5. Confirms appointments prior to the Annual Meeting.
6. Identifies and recommends to the Board of Directors a replacement for any appointive position that becomes vacant during a given operational year.

Chair's Responsibilities:

1. Coordinates all activities of the Committee.
2. Keeps the President and Board of Directors informed of all activities of the Committee.
3. Serves as the spokesperson of the Committee to the Board of Directors.

BOARD MINUTES COMMITTEE

Responsible and Reports to: ASCLS Secretary/Treasurer.

Purpose: This Committee takes notes and assists the Secretary/Treasurer in taking the minutes to ensure that an accurate account of the proceedings of the Board of Directors will be recorded.

Term of Office: Is determined by the President.

Composition of Committee: Members of the Board of Directors are assigned by the President to assist the Secretary/Treasurer. Each Board member will be assigned to one of the Board meetings.

Chair: ASCLS Secretary/Treasurer serves as Chair of the committee.

Responsibilities:

1. Records notes and keeps track of all motions presented at the Board meeting.
2. Comments on appropriateness of transcribed motions.
3. Reviews and verifies minutes that the Secretary/Treasurer prepares.
4. Signs and dates the minutes when review is completed.
5. Returns minutes to the Secretary/Treasurer in a timely manner.

Chair's Responsibilities:

1. Prepares a draft of the minutes to include all motions and concerns in a timely manner.
2. Sends the draft of the minutes to the members of the Committee for review and comment.
3. Prepares a final draft of minutes with all corrections from the Minute's Committee.
4. Sends the approved draft to the President for final review and approval.
5. Send the final version of the approved minutes to the Board of Directors and the Executive Office for distribution/publication as appropriate.

COMMITTEE ON LONG RANGE PLANNING

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee serves to coordinate the long-range planning activities and future directions of the Society.

Composition, Appointment Term and Leadership of Committee:

1. Composition: The total committee membership is five (5) of which one (1) is the Past-President and one (1) is the President-Elect and one (1) is the Board Liaison to the Diversity Advocacy Council.
2. Appointment Term & Leadership
 - a. Committee Members: One (1) year term
 - b. Chair: The President-Elect serves as the Chair

Committee Responsibilities:

1. This Committee serves to coordinate the long-range planning activities and future directions of the Society. This includes the review of the Strategic Map including our Unique Critical Objective and Strategic Pillars.
2. Makes recommendations to the Board of Directors on the future direction of the Society and, with input from committees and other resources of the Society, develop coordinated plans for the future of the Society.
3. Sets the Committee Charges for the coming society year.
4. Areas that may be assigned to this Committee include:
 - a. Cooperative endeavors of the Society with other health professionals;
 - b. Evaluation of societal structure and operations;
 - c. Monitoring the implementation of the Society's Strategic Plan and its associated projects;
 - d. Reviewing and revising societal position papers in collaboration with various committees.

Chair's Responsibilities:

1. Coordinates the activities of the Committee.
2. Reports all recommendations and activities of the Committee to the Board of Directors for consideration and deliberation.

EXECUTIVE COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: The Committee is responsible for management of the affairs of the Society between meetings of the Board of Directors. They also perform duties as directed by the ASCLS Board of Directors.

Term of Office: The Presidential officers serve a three-year term after election as President-Elect. Two Regional Directors are elected each year for a one-year term.

Composition of Committee: The Committee is comprised of six (6) members: President, President-Elect, Past President, Secretary/Treasurer, and two (2) elected at large members of the Board of Directors.

Chair: ASCLS President serves as Chair of the committee.

Responsibilities:

1. Exercise authority to make decisions in emergency situations relative to the management of the corporation.
2. Act in an advisory capacity to the President and other officers as requested.
3. Provides input into the draft of the annual review of the Executive Vice-President prepared by the President.
4. Advise the Board of Directors in matters relative to emergency legal action.
5. The Secretary/Treasurer distributes the minutes of Executive Committee meetings or conference calls to the Board within three weeks of such events.

Chair's Responsibilities:

1. Coordinate the activities of the Committee.
2. Initiates projects and activities directed toward the attainment of the Committee's goals.

FINANCE COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee serves to monitor the financial records of the Society, recommend financial policies to the Board of Directors, and report the financial status of the Society to the Board of Directors and House of Delegates.

Term of Office: Secretary/Treasurer serves for a three (3) year term; President-Elect and the three Board-elected members each serve a one (1) year term.

Composition of Committee: The Committee compromises five (5) members: Secretary/Treasurer, President-Elect, and three (3) additional members of the Board of Directors.

Chair: ASCLS Secretary/Treasurer serves as Chair of the committee.

Responsibilities:

1. Regularly reviews the Society's financial reports.
2. Monitors the Society's financial policies.
3. Serves as an internal audit body and analyzes the annual audit and management letter.
4. Submits recommendations to the Board of Directors on matters of finance.

Chair's Responsibilities:

1. Coordinates the activities of the Committee.
2. Prepares and delivers reports of the Committee as required.
3. Initiates projects and activities directed toward the attainment of the Committee's goals.
4. Reports financial status of the Society to the House of Delegates.

NEW BOARD MEMBER ORIENTATION COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee serves to orient newly elected members of the Board of Directors to their role(s) and the operations of the Board of Directors and the Society.

Term of Office: Members are appointed for a term of one (1) year.

Composition of Committee: Three members of the Board of Directors are appointed by the President to serve on this Committee.

Chair: The President appoints the Chair of this Committee.

Responsibilities:

1. Coordinates with the ASCLS Office to maintain and update the Board Orientation Manual. The Board Orientation Manual is reviewed by the Board Orientation Committee on an annual basis for any needed updates.
2. Reviews and updates the board orientation training materials with input from ASCLS office.
2. Schedules one or two orientation meetings with the newly elected Board members.
3. Orients new Board members on the following topics:
 - ❖ Statement of Philosophy;
 - ❖ Organizational chart;
 - ❖ Bylaws, Standard Operating Procedures, Policies and Procedures, and Position Descriptions;
 - ❖ Board meetings and agenda structure;
 - ❖ Fiduciary responsibilities of Board members;
 - ❖ Board guidelines and standing rules;
 - ❖ Expenses including ASCLS responsibilities, regional responsibilities, as applicable, and reimbursement requests;
 - ❖ Communications between the Board and Executive Committee; Regional Directors and constituent societies; staff and Board; Commissions, Committees, Councils and Board;
 - ❖ Instructions for reports for Board meetings;
 - ❖ Other related topics not covered above.

Chair's Responsibilities:

1. Coordinates the activities of the Committee.
2. Assures that all pertinent materials are available.
3. Arranges for the specific time and place for the Committee meeting.

POLICY AND PROCEDURES COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee serves to review and revise, as appropriate, all operational policies and procedures (including Standard Operating Procedures) and all Position Descriptions.

Term of Office: Members are appointed for a term of one (1) year.

Composition of Committee: Three members of the Board of Directors are appointed by the President to serve on this Committee.

Chair: The President appoints the Chair of this Committee.

Responsibilities:

1. Reviews and revises the Standard Operating Procedures to conform to the Bylaws of the Society as determined by the Board of Directors.
2. Reviews, revises, and distributes the Position Descriptions as approved by the Board of Directors.
3. Reviews and revises societal policies as determined by the Board of Directors. Submits new or revised policies as adopted to the Bylaws committee for publication in the Society's official Bylaws & Standard Operating Procedures document.
4. Prepares drafts for review and input by appropriate committee, council, and forum members and their respective Board liaisons.
5. Prepares revised drafts for Board consideration and action.

Chair's Responsibilities:

1. Coordinates the activities of the Committee.
2. Keeps the President informed of all changes and revisions.
3. Serves as the liaison to the councils and committees for any clarification or information required concerning the Standard Operating Procedures, societal Policies and Procedures, and Position Descriptions.
4. Submits Positions Descriptions to national office for posting on the website.

EDITOR(S)-IN-CHIEF, *CLINICAL LABORATORY SCIENCE*

Responsible and Reports to: ASCLS Board of Directors.

Purpose: The function of the Editor(s)-in-Chief of *Clinical Laboratory Science (CLS)* is to provide leadership and direction that results in the publication of a well-respected, peer-reviewed, scientific journal. The Editor(s)-in-Chief plan editorial content, develop and review manuscripts, organize journal functions to maintain editorial integrity and evaluate and make adjustments to the journal as appropriate.

Term of Office: The term of the Editor-in-Chief is three (3) years and may serve no more than two (2) consecutive terms. The Appointments Committee, in consultation with the Managing Editor, will make recommendations to the Board of Directors for the Editor(s)-In-Chief, from solicited applications.

Qualifications: The appointee should be a member of the Society, have authored peer reviewed publications, be known to complete projects within established deadlines, be able to communicate effectively, have served as a Section Editor or similar position with another journal, and have resources for word processing, duplication, mailing and telephoning.

Responsibilities:

❖ **To Plan**

1. Reviews credentials and recommendations of senior editors for the selection of associate editors and selects senior editors.
2. Obtains and/or develops suggestions for special issues and topics of current interest.
3. Secures guest editors and contributing editors, selects issues and authors to write current interest papers.
4. Works cooperatively with the Scientific Assemblies and/or Annual Meeting personnel to obtain manuscripts of sessions at the Annual Meeting.
5. Works with EVP and board to suggest companies and/or products that can help the journal (participate in negotiations as appropriate).
6. Requests funds as needed to execute plans and complete projects by deadline

❖ **To Develop**

7. Schedules workshops and seminars for the purpose of developing writing and scientific editing skills.
8. Actively solicits manuscripts from authors whose work or insights advance the profession of clinical laboratory science.
9. Creates new sections for *CLS* as needed.
10. Reviews each manuscript thoroughly and evaluates reviews provided by the reviewer(s) when elements of the manuscript or reviews are questionable.
11. Determines disposition of all manuscripts, i.e., acceptance, acceptance with revision, revision necessary before acceptance, rejection.
12. Manages the BenchPress and HighWire systems from receipt of manuscripts through their final disposition and suggest changes to workflow to improve the manuscript process.
13. Maintains database listing in conjunction with EVP.

14. Approves and sending content to *CLS* website, i.e. additional author content, special features (future, not managed).

❖ **To Organize**

15. Provides orientation session for editors and consulting editors at the Annual Meeting.
16. Assists authors and associate editors as necessary.
17. Provides for inclusion of *CLS* content in appropriate database that extend the impact beyond clinical laboratory science.
18. Complete reports as required

❖ **To Evaluate**

19. Reviews editorial policies and goals to assure they are in harmony with reader needs at all levels of practice and society policy.
20. Recommends appropriate changes to ASCLS Board.
21. Evaluates *CLS* and measures editorial effectiveness.
22. Determines changing needs of readers and adjusts content to reflect such.
23. Attends ICJME (Medical Journal Guidance Committee/Conference) Meetings/High Wire/Bench>Press Meeting to gain guidance on ongoing journal issues. Congress on Peer review and Scientific Publication. Peerreviewcongress.org (JAMA). Connect with other people and journals to see what we need to do better. Learn the new guidance that would help maintain the journal.

EDITOR, *ASCLS TODAY*

Responsible and Reports to: ASCLS Board of Directors

Purpose: The basic function of the Editor is to work with the President and Executive VP to develop a schedule of proposed content for the newsletter and communicate with assigned authors to achieve deadlines for submitted articles.

Term of Office: The term of office for the Editor begins with the second issue following the annual meeting and ends with the first issue following the annual meeting. The Editor of the newsletter is recommended by the President-Elect as Chair of the Appointments Committee with approval of the Board. The Editor may be reappointed without term limits.

Qualifications: The appointee should be a member of the Society, have published articles, be known to complete projects within established deadlines, be able to communicate effectively, and have the resources for word processing, duplication, mailing and telephoning.

Responsibilities:

1. Develop a schedule of content for the newsletter for the year.
2. Communicate with groups such as the Board of Directors, to establish the most appropriate schedule for each member of the group to contribute articles
3. Communicate with assigned authors to achieve deadlines for articles
4. Suggest new ideas for columns/articles that will enhance the usefulness of the newsletter to members.
5. Receive all submitted articles
6. Edit articles for accuracy, clarity, and grammar
7. Submit edited articles to the Director of Marketing and Communication.

COMMITTEES

ABSTRACT AND PROPOSAL REVIEW COMMITTEE

Responsible and Reports to: ASCLS President, Annual Meeting Steering Committee, Scientific Assemblies Chair, and the ASCLS Office.

Purpose: to function as the reviewers of oral, poster, and case study abstracts submitted for potential presentation at the ASCLS Annual Meeting and Exposition and to submit and rank program proposals for the Annual Meeting.

Composition, Appointment Term, and Leadership:

1. Composition: The committee membership is eight (8) members and includes representation from each of the following Scientific Assemblies: Molecular/Genetics, Laboratory Administration, Chemistry/Urinalysis, Education, Microbiology, Hematology/Hemostasis, Immunology/Immunohematology, and one at-large member.
2. Consultation from other disciplines will occur as needed in the event committee membership doesn't contain the necessary expertise; such consultation is made at the Chairperson's discretion.
3. Appointment Term & Leadership:
 - a. Term: Three (3) year term; two (2) members appointed annually; may serve two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year.
 - b. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term; Chair is to be appointed from the members who are in the second or third year of their term. The Chair is limited to 3 terms.
4. Qualifications for Membership: Members of the committee should have documented research experience. For example, presentation of original work at poster or oral sessions at a national scientific meeting, or through publication in the clinical laboratory science field.

Committee Responsibilities:

1. Abstract Review Process:
 - a) The overall responsibility for the Abstract Review process rests with the Vice Chair of the committee
 - b) Each specialty representative will review submissions for poster and oral sessions at the Annual Meeting and Exposition.
 - c) The assessment will include content, relevance, and applicability to profession.
 - d) Serve as mentors for first time submitters
 - e) Submit reviewed materials to the ASCLS office according to established time lines
2. Program Proposal Process:
 - a) The overall responsibility of the Program Proposal process rests with the Chair of the committee.
 - b) Collaborate with Annual Meeting Steering Committee (AMSC) to revise submission and review process as needed and to establish deadlines for the submission process.
 - c) Promote the submission of annual meeting program abstracts by collaborating with the ASCLS Scientific Assemblies, other committees, and potential authors as

appropriate, to identify program content and speakers. Consider priority topics as noted on the strategy map. Program content should address diversity of the membership.

- d) Each representative will communicate with the Scientific Assemblies to coordinate the submission of at least 10-12 intermediate to advanced level program proposals for their respective discipline. The proposals should be from speakers local to the Annual Meeting where possible.
- e) Provide a mandatory training in conjunction with Annual Meeting Steering Committee (AMSC) via conference call/teleconferencing (ZOOM) session for abstract reviewers describing the abstract review process and guidelines for critiquing abstracts.
- f) Review and rate program abstracts prior to the Annual Meeting Steering Committee meeting to provide input into a well-balanced advanced-level program with a variety of topics that are of interest to students, new professionals and experienced Professionals.
- g) Collaborate with the Director of Professional Development and AMSC to develop an Annual Meeting Abstract Book as a PDF document available on the ASCLS Annual Meeting website and index in Clinical Laboratory Science.
- h) Refer potential authors identified through the abstract review process who may be interested in new product development to the Product Development Committee or the Committee on Educational Programs and Initiatives, a subcommittee of the Education Scientific Assembly.
- i) Collaborate with AMSC to evaluate the process of Annual Meeting poster, case studies, hot topic presentation submission and evaluation process to identify improvements to eliminate barriers to submission.
- j) Serve in a consultative role when replacement speakers are needed

3. Attend all meetings of the committee.

Chair Responsibilities:

- 1. Document the activity of Committee members to receive continuing education credit for their annual review of submitted abstracts.
- 2. Submit reports to the ASCLS President as requested
- 3. Utilize the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

ANNUAL MEETING STEERING COMMITTEE (AMSC)

Responsible and Reports to: ASCLS Board of Directors

Purpose: Develop short and long-term continuing education plans for the ASCLS Annual Meeting and Exposition that are consistent with the strategic plan of the organization and provide direction and leadership to the Abstract and Program Proposal Review Committee (APRC), during the program submission process.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership includes: AMSC Chair, AMSC Vice-Chair, AMSC Past Chair, ASCLS President-Elect, the Ascending Professional Forum Director, and the Host Society Liaison. Additional committee members: 1-2 ASCLS members who work in industry may be appointed to provide specific industry expertise to the committee.
2. Ex-officio members are the ASCLS President, Executive Vice President, Director of Professional Development and Project Planning and the ASCLS Meeting Manager.
3. Appointment Term & Leadership:
 - a. The member appointed to Vice-Chair of AMSC must agree to a three-year term ending with the Past Chair of the AMSC.
 - b. Committee Members: One (1) year term

Qualifications for Membership: Active membership in ASCLS. Members should be visionary thinkers with an understanding of the current and future needs of the profession and provide direction and leadership to the members of the APRC committee. They must have demonstrated strong organizational skills as well as reliability in meeting responsibilities and deadlines. Individuals should have experience with managing successful state and/or regional meetings.

Subcommittees: Subcommittees may be appointed at the discretion of the ASCLS President or AMSC Committee Chair

AMSC Committee Responsibilities

1. Meets to plan following year's Annual Meeting and to assess the prior year's meeting.
2. In cooperation with the Meetings Manager and the ASCLS Executive Vice President, establish deadlines and Set the focus and format for the Annual Meeting.
3. Review past meeting evaluations and recommend changes to enhance meeting attendance and increase program appeal. Analyze the needs of the profession and plan a program to meet those needs.
4. Determine the actual number of hours of required programming for each discipline.
5. Participate with Abstract and Proposal Review Committee (APRC) in the mandatory training session via conference call/teleconferencing (ZOOM) session for abstract reviewers describing the abstract review process and tips/guidelines for critiquing abstracts.
6. APRC and AMSC will collaborate to evaluate the process of soliciting and selecting program abstract for the Annual Meeting and recommend strategies to streamline the process of Annual Meeting poster, case studies and hot topic presentation submission and evaluation process to identify improvements to eliminate barriers to submission.
7. In collaboration with APRC, review and rate program abstracts prior to the Annual Meeting Steering Committee meeting to provide input into a well-balanced, advanced-level program with a variety of topics that are of interest to students, new professionals and experienced professionals. Program abstracts should reflect diversity of the membership.

8. Collaborate with the Director of Professional Development and the APRC to develop an Annual Meeting Abstract Book as a PDF document available on the ASCLS Annual Meeting website and index in Clinical Laboratory Science.
9. Monitor the format of the Annual Meeting and recommend changes to maximize cost and efficiency for meeting attendees.
10. Explore alternate presentation formats and events to add variety to the Annual Meeting program. Explore a variety of mechanisms to promote the Annual Meeting, including the use of social media
11. Collaborate with ASCLS Staff to identify session moderators.

AMSC Chair's Responsibilities:

1. Serves as liaison among the Annual Meeting Steering Committee, ASCLS staff, and meetings management firm representative.
2. Coordinates Committee planning activities and conducts planning meetings.
3. In cooperation with meetings management representative, assures that all deadlines are met.
4. Collate submitted program proposals, rank proposals and prepare final rankings.
5. Submits articles to the *ASCLS Today* Editor highlighting high level changes to the meeting, hotel information, location, date, etc.
6. Utilizes the Open Forum or other ASCLS Committees to recruit program submissions and to promote the annual meeting.
7. Submits reports to Board of Directors and House of Delegates.
8. Attends all relevant sessions at the Annual Meeting.

AMSC Vice-Chair's Responsibilities:

1. Performs duties as assigned; works with the AMSC Chair to learn the process.
2. Rank submitted program proposals.
3. Attends all relevant sessions at the Annual Meeting.

AMSC Past Chair's Responsibilities:

1. Serves as Chair of the any appointed sub-committee(s).
2. Serves as a resource for the AMSC Chair.
3. Rank submitted program proposals.
4. Attends all relevant sessions at the Annual Meeting.

Responsibilities of ASCLS Executive Vice-President and Meetings Manager:

1. Select keynote speakers in consultation with the ASCLS President.
2. Develop the ASCLS Annual Meeting budget for presentation to the ASCLS Board of Directors.
3. Develop budgetary allowances for each type of program and discipline.
4. Develop a mechanism to solicit industry support for educational and social activities.
5. Develop and implement an innovative marketing plan to increase attendance.
6. ASCLS Executive Vice President serves as the Board Liaison for the AMSC and sub-committee(s).

Responsibilities of the Host Society Liaison:

1. Attends the in-person Planning Meeting.
2. Serve as a resource for local speakers.
3. Contact speakers as assigned to confirm their program selection.
4. Rank submitted program proposals.
5. Prepare a list of volunteers for the Host Society Table at the Annual Meeting.
6. Gather and develop materials for the Host Society table highlighting area attractions.
7. Work locally to assist with the marketing of the meeting to encourage local attendance.
8. Submits article to the *ASCLS Today* Editor highlighting the host city and activities offered.

Responsibilities of the Ascending Professional Director committee member:

1. Attends the in-person Planning Meeting.
2. Serve as representative on behalf of the Developing and Ascending Professional members.
3. Rank submitted program proposals.
4. Contact speakers as assigned to confirm their program selection.

ASCENDING PROFESSIONALS FORUM

Responsible and Reports to: ASCLS Board of Directors

Purpose: The Forum is responsible for assuring that the activities of the society address the needs and interests of Ascending professional members, Ascending clinical laboratory science professionals with less than 5 years of experience in the practice and communicate them to the Board of Directors for consideration and implementation to meet those needs and wants whenever possible.

Composition, Appointment Term and Leadership:

1. Composition: The total forum membership is eighteen (18) members of which ten (10) are the Regional Ascending Professional Communication Coordinators, one (1) is the ASCLS Ascending Professional Director, one (1) is the Ascending Professional Chair, one (1) is the Ascending Professional Vice-Chair, one (1) is the Ascending Professional Secretary, one (1) is the Past Ascending Professional Chair, one (1) is the Ascending Professional Advisor, one (1) is the Board Liaison/Mentor, and one (1) is the Staff Liaison.
2. Appointment, Term and Leadership
 - a. Ascending Professional Definition: new clinical laboratory science professional with less than 5 years' experience in the practice.
 - b. Ascending Professional Regional Communication Coordinator: members may only serve for one (1) term of three (3) years.
 - 1) Appointed by the Regional Director
 - c. Ascending Professional Advisor: Appointed to provide society guidance and mentoring to the Ascending Professional Chair, Vice-Chair, Secretary, and Past-Chair; will serve a three (3) year term; may only serve for two (2) terms and may not serve again until has been off the Forum for a minimum of one (1) year.
 - d. Chair, Vice-Chair, Secretary, and Past-Chair: The ASCLS Ascending Professional Director will serve as the Board Liaison to the ASCLS Board of Directors; the Vice-Chair may succeed to the Ascending Professional Chair position through the appointment process; the Ascending Professional Chair will succeed to the Ascending Professional Past-Chair position. Term is one (1) year for each.

Forum Responsibilities:

1. To represent the interests and needs of Ascending Professional members and New Professionals, in the practice of clinical laboratory science or less than 5 years of membership within ASCLS.
2. Promotes forum activities
3. The Ascending Professional Forum holds at a minimum at least one annual forum meeting in conjunction with the ASCLS Annual Meeting.
4. Additional meetings and communications of the forum are held through monthly conference calls and emails throughout the year.
5. Any member of the Society may attend the Annual Forum Meeting or offer assistance to the forum in achieving its goals and creating strategic action plans.

Chair's Responsibilities:

1. Directs and coordinates the activities and functions of the Committee.
2. Serves as the spokesperson for the Committee.
3. Prepares reports of Committee's activities for the Board of Directors as requested.
4. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

Regional Communication Coordinators

Each regional representative shall be a member of the Society and hold membership in a constituent society within the region that each represents. The respective Regional Director shall appoint the Regional Representative. When a Regional Representative is unable to attend the Annual Business Meeting of the Ascending Professionals Forum, the respective Regional Director may appoint an alternate.

AWARDS COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee functions to coordinate all activities concerning the publication, description, nomination, selection and presentation of the awards established to recognize members who have been of service to the profession and the Society. Additionally, it assists staff in planning the presentation of awards at the Awards Ceremony held at the ASCLS Annual Meeting and accepts and implements charges assigned by the President and/or Board of Directors. The member from the E&R Fund serves to coordinate the presentation of E&R Fund awards with the ASCLS awards.

Composition, Appointment Term, and Leadership:

1. Composition: The total committee membership is ten (10) members of which one (1) must be a Developing Professional member; one (1) must be an Ascending Professional member; one (1) must be an ASCLS member who works in industry and one (1) additional ASCLS Education & Research (E& R) Fund, Inc. appointed member.
2. Appointment Term, and Leadership:
 - a. Committee Members: Three (3) year term; two (2) members appointed annually; may serve two (2) terms and may not serve again until they have been off the committee for a minimum of one (1) year.
 - b. Developing Professional Member: One (1) year term
 - c. Ascending Professional Committee Member: One (1) year term
 - d. Industry ASCLS Member: One (1) year term
 - e. ASCLS E & R Fund Member: One (1) year term
 - f. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. Become familiar with the awards presented and recognized by the Society.
2. Review individual award criteria annually and recommend changes where appropriate to the Chair of the Committee.
3. Communicate with other committees, groups, or persons as necessary to affect the business of the committee as directed by the Chair.
4. Recommends purpose, criteria, and guidelines for new awards as appropriate.
5. Determine recipients of those awards that are directly under the jurisdiction of the Awards Committee.
6. Plan, coordinate, and conduct the Industry and Members Awards ceremonies at the Annual Meeting

Chair's Responsibilities:

1. Coordinate the activities of the Committee.
2. Publicize the various awards and criteria via the ASCLS Membership forum, Communities, *ASCLS Today*, and social media. Utilize the constituent society mailing lists and ASCLS communities throughout the year to maintain awareness and promote submission of nominations for the awards.

3. Develop a communication schedule for regular outreach to constituent society Awards Chairs and Presidents regarding available awards and nominations submission deadlines.
4. Work with AMTF and E&R to increase awareness of the award opportunities for students (associate degree, undergraduate and graduate). Submit information pertaining to awards for publication in state and regional newsletters.
5. Answer correspondence from ASCLS members concerning awards.
6. Requests, from appropriate sources, information on recipients of awards that are not under the authority of the Awards Committee so that they may be integrated into the Awards Ceremony.
7. Assists in judging of specific awards.
8. Prepares reports for the meetings of the Board of Directors to include requests for action and any appropriate budget proposals.
9. Communicates with staff in coordinating the activities of the Committee.
10. Presides at the Awards Ceremony at the Annual Meeting.

BODY OF KNOWLEDGE COMMITTEE (BOK)

Responsible and Reports to: ASCLS Board of Directors.

Purpose: To provide ongoing review and update of the ASCLS Body of Knowledge.

Composition, Appointment Term, and Leadership:

1. Composition: The total committee membership is four to five (4-5) members who reflect a broad professional background in both type of experience and scientific discipline (e.g., educator, manager, industry representative, bench level practitioner). Additional Resources with specific expertise may be added for a one (1) year term as necessary.
2. Appointment Term and Leadership:
 - a. Committee Members: Three (3) year term; may serve two (2) terms and may not serve again until they have been off the committee for a minimum of one (1) year.
 - b. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one-year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. The committee will determine if the changes are substantive or minor and refer to House of Delegates as necessary.
2. Committee will be responsible for integrating BOK changes into the Entry Level Curriculum as outlined in the rotation schedule.
 - a. Year 1: Immunology/Immunohematology, General Practice, and Molecular
 - b. Year 2: Microbiology and Administration
 - c. Year 3: Chemistry, and Renal/UA
 - d. Year 4: Hematology, Education, and Phlebotomy
 - e. Year 5: Integration of BOK changes into Entry Level Curriculum
3. Utilize the ASCLS Membership Forum and Communities to engage members in the review process
4. Promote discussions at in-person venues including state/regional meetings, CLEC, and the Annual Meeting
5. Collaborate with Scientific Assemblies to discuss the need to develop a BOK for master level practice.
6. Collaborate with the DCLS Oversight Committee regarding the status of their work on the development of the BOK for the advanced practice doctorate level (DCLS).
7. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

CLEC STEERING COMMITTEE:

Responsible and Reports to: ASCLS Board of Directors.

Purpose: The Committee serves to develop short and long-term plans for the Clinical Laboratory Educators Conference (CLEC) consistent with the ASCLS Strategic Plan, creates the educational program, and provides direction and oversight to the abstract and program submission process.

Composition, Appointment Term, and Leadership:

The total committee membership of ten (10) includes: CLEC Chair, CLEC Vice-Chair, CLEC Past Chair, Current Year Host City Liaison, Next Year Host City Liaison, ESA Vice-Chair, CEPI Chair, three (3) At-Large Members with one At-Large member as an industry liaison.

The member appointed to Vice-Chair must agree to a three-year term ending with the Past Chair

CLEC Committee Responsibilities:

1. Meets to plan assess the prior year's conference and initiates planning for the coming year.
2. In cooperation with the Meetings Manager and the ASCLS Executive Vice President, establish deadlines and Set the focus and format for CLEC.
3. Review past meeting evaluations and recommend changes to enhance meeting attendance and increase program appeal. Analyze the needs of the profession and plan a program to meet those needs.
4. Monitor the format of CLEC and recommend changes to maximize cost and efficiency for meeting attendees.
5. Explore alternate presentation formats and events to add variety to the program. Explore a variety of mechanisms to promote CLEC including the use of social media.
6. Collaborate with ASCLS Staff to identify session moderators.

CLEC Chair's Responsibilities:

1. Serves as liaison among the Annual Meeting Steering Committee, ASCLS staff, and meetings management firm representative.
2. Coordinates Committee planning activities and conducts planning meetings.
3. In cooperation with meetings management representative, assures that all deadlines are met.
4. Collate submitted program proposals, rank proposals and prepare final rankings.
5. Submits articles to the *ASCLS Today* Editor highlighting high level changes to the conference, hotel information, location, date, etc.
6. Utilizes the Open Forum or other ASCLS Committees to recruit program submissions.
7. Submits reports to Board of Directors and House of Delegates.

CLEC Vice-Chair's Responsibilities:

1. Attends all planning meetings
2. Performs duties as assigned; works with the CLEC Chair to learn the process.

CLEC Past Chair's Responsibilities:

1. Attends all planning meetings
2. Serves as Chair of the any appointed Sub-Committee(s).
3. Serves as a resource for the CLEC Chair.

Responsibilities of the Host Society Liaison:

1. Attends all planning meeting.
2. Serve as a resource for local speakers.
3. Contact speakers as assigned to confirm their program selection.
4. Prepare a list of volunteers for the Host Society Table at the Annual Meeting.
5. Gather and develop materials for the Host Society table highlighting area attractions.
6. Work locally to assist with the marketing of the meeting to encourage local attendance.
7. Submits article to the *ASCLS Today* Editor highlighting the host city and activities offered.

CONSUMER INFORMATION RESPONSE TEAM:

Responsible and Reports to: ASCLS Board of Directors

Purpose: The Consumer Information Response Team serves to provide expert consultation and technical response to consumer questions received over the internet, either through the ASCLS website or referred from the LabTestsOnLine website.

Term of Office: There are no prescribed term limits.

Composition of Committee: Prospective team members are recommended by current team members or members of the ASCLS Board of Directors. The overall Coordinator and Daily Coordinators are volunteers dedicated to ensuring that patients are able to understand their test results, make informed decisions or ask specific questions of their caregiver. Additional volunteer Team members representing specific disciplines (Hematology/Hemostasis, Chemistry, Immunohematology/Immunology, and Microbiology) are unlimited in numbers. These volunteers have successfully completed the Coordinator's prescribed training program and are deemed eligible for participation on the Consumer Information Response Team.

Consumer Information Overall Coordinator: Professional or emeritus member who has demonstrated an interest in providing laboratory test interpretation to consumers and has demonstrated communication skills in working with various groups and is a recognized practitioner of our discipline at the highest level.

Overall Coordinator Responsibilities:

1. Communicates on a routine basis with each Daily Coordinator and team member.
2. Responds to all communications in a timely manner.
3. Chairs the Consumer Information Response Team in-person meeting at the National meeting, or any other meetings of the team.
4. Submits reports of Consumer Information Response Team to each Board of Directors meeting and to the House of Delegates.
5. Submits, as needed, a proposed budget request for each fiscal year to the ASCLS Board of Directors.
6. Has final approval on participation (orientation, altering schedule and/or discipline, termination of membership) of all Consumer Information Response Team members

Daily Coordinator Responsibilities:

1. Ensures that all questions received on their day of responsibility are answered in a timely manner.
2. Communicates on a routine basis with each team member on their daily team.
3. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

Team Member Duties:

1. Successfully completes a prescribed training program, including a mentorship with a current Consumer Information Response Team member.
2. Answers consumer questions received either from the ASCLS webpage or referred from the LabTestsOnLine website on assigned days in assigned discipline.
3. Goal is to answer questions within 48 hours of receipt; however, it is understood that all questions may not be answered within this time frame.

4. Members will arrange for coverage of their day's questions when they will not be available to answer questions on their assigned day (vacation, lack of internet access, etc.)
5. All Consumer Information Response Team members demonstrate the highest levels of professional communication as "image-formers" of ASCLS
6. For service in this capacity, each Consumer Information team member is awarded one P.A.C.E.[®] credit / year.

DEVELOPING PROFESSIONALS FORUM

Responsible and Reports to: Board of Directors and Membership Committee

Purpose: The Developing Professionals Forum shall coordinate the involvement and interest of students of clinical laboratory science in this Society.

Term of Office: Members are appointed for a one-year (1) year term.

Responsibilities:

1. By August 1st: Recommend to the President-Elect a Developing Professional Forum member to each of the following committees: Bylaws; Awards; Government Affairs Committee, Leadership Development Committee, Membership Committee, Product Development Committee, Patient Safety Committee, Promotion of the Profession Committee.
2. Develop and implement a plan to update student email addresses to facilitate communication after graduation.
3. Collaborate with the Ascending Professional Forum and the Membership Committee to develop strategies to increase student memberships, convert Developing Professional members to Ascending Professional Membership, and to impress upon Developing Professional members the importance of continuous membership in ASCLS.
4. Update documents that ASCLS can provide to campus Medical Laboratory Science clubs.
5. Continue to develop and update student tools and resources available through ASCLS in collaboration with the Ascending Professional Forum, including the ASCLS Student Guide, and publicize their availability in *ASCLS Today*, ASCLS Member Forum / Communities and social media as appropriate.
6. Identify and coordinate fundraising activities for Student travel scholarships to ASCLS Legislative Symposium and Annual Meeting.
7. Identify opportunities for Developing Professional member engagement
8. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the forum.

DIVERSITY ADVOCACY COUNCIL

Responsible and Reports to: Board of Directors and Membership Committee

Purpose: The purpose is to have an official mechanism to express and address the concerns of minority members and to promote inclusivity, communication and cooperation among Medical Laboratory Professionals, and to promote and encourage a social and fraternal atmosphere for its members.

Term of Office: Members are appointed for a three (3) year term. Individuals may serve for two (2) terms and they may not serve again unless they have been off the Committee for a minimum of one (1) year.

Responsibilities:

1. By August 1, appoint DAC representatives to the APRC and Membership committee and notify the ASCLS President-Elect.
2. Work to develop diversity strategies that meet the needs of the members.
3. Initiates special recruitment efforts to increase the number of minorities in the profession.
2. Provides special efforts to assist minority students financially.
3. Identifies ways that will contribute toward increased participation by minorities at the local, state, regional and national levels of ASCLS.
4. Promotes the ASCLS definition of diversity: ASCLS is an inclusive, culturally relevant community of people acknowledging their differences and unique characteristics; it is an organization where all persons can engage and participate in a meaningful way empowering everyone to grow and learn.
5. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

DOCTORATE IN CLINICAL LABORATORY SCIENCE OVERSIGHT COMMITTEE (DCLS)

Responsible and Reports to: ASCLS Board of Directors.

Purpose: Provide consultative input and expertise for the development of educational and professional standards (professional responsibilities, Body of Knowledge, curriculum and practice models, etc) for DCLS Programs.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership is eleven (11) members of which seven (7) are CLS Educators who have a DCLS program or are actively working on approval of a DCLS program at their institutions, two (2) are Laboratory Administrators/Managers or Quality Managers, and two (2) are MLS who are graduates of a DCLS program or currently enrolled as a student in a DCLS program. There are four (4) additional non-voting special advisors to the committee for one-year appointments of which one (1) hospital or industry related Quality Administrator, one (1) Pathologist who supports the DCLS concept as a career path, and two (2) non-pathologist physicians or other advanced practice healthcare professionals who are members of interprofessional healthcare/patient management teams (Nurse Practitioner (DNP), PharmD, DCN, etc).
2. Appointment Term & Leadership:
 - a. Three (3) year term; may only serve for two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year.

Committee Responsibilities:

1. Assist in establishing a means for DCLS programs to share resources including courses and faculty.
2. Provide input and expertise for the development of educational and professional standards (professional responsibilities, Body of Knowledge, curriculum and practice models, etc).
3. Maintain ongoing communication with applicable accreditation and certification boards regarding DCLS standards and facilitate the consistent interpretation of the standards globally.
4. Collaborate with healthcare professionals who support the concept of the DCLS to address issues regarding DCLS programs and employers.
5. Facilitate and maintain standardization and certification of the DCLS through support for task analysis, continuing evaluation of formal educational and applied clinical competencies, and identification of and collaboration with appropriate federally approved certification boards.
6. Seek resources for financial assistance for DCLS students through scholarships, residency stipend models, or other means from professional, private, and public sectors.
7. Collaborate intra- and inter-professionally to market DCLS practitioners throughout the healthcare industry and to the public.
8. Explore reimbursement for DCLS services and legal issues related to DCLS practice.
9. Identify potential institutions for DCLS programs and assist in establishing a means for DCLS programs to share resources.

Chair's Responsibilities:

1. Initiate projects, which accomplish the functions of the Committee.
2. Acts to interface leadership with other ASCLS committees.
3. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee

EDUCATION & RESEARCH FUND, INC. (E & R)

Responsible and Reports to: ASCLS Board of Directors.

Purpose: The E&R Fund is responsible for developing and providing educational media in medical laboratory science and to encourage and assist educational and scientific research in the field of medical laboratory science. The E&R Fund Board of Trustees is responsible for managing the property, business, and affairs of the Fund.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership is a minimum of seven (7) appointed trustees.
 - a. Additional Member: The E & R Fund Board of Trustees appoints one (1) additional member from an industry related to laboratory sciences.
2. Appointment Term & Leadership:
 - a. Trustees: Three (3) year term; eligible for an additional three-year term; may not serve again until they have been off the E & R Board of Trustees for a minimum of one (1) year.
 - b. The laboratory industry member is not eligible for an additional term until they have been off the E & R Board of Trustees for at least three (3) years.
 - c. Chair and Vice-Chair: Vice-Chair is appointed from the members of the E & R Fund Board of Trustees by the President-Elect with Board approval; Vice-Chair will serve a one (1) year term and succeed to the Chair position to serve a one (1) year term.

Committee Responsibilities:

1. Advertise and promote grants and scholarships.
2. Continue to update focus areas targeted for research and funding by E&R and identify ways to encourage additional research in the areas of evidenced based practice, outcomes, patient safety, medical errors, and the advanced practice model.
3. Evaluate the process for selecting grants, scholarships, and professional achievement awards to determine if any improvements should be made to the process.
4. Coordinates the Silent Auction fund-raising event at the Annual Meeting.

Chair Responsibilities:

1. Officiates at all meetings of the E & R Fund Board of Trustees and its Executive Committee
2. Communicates with the other officers and with the Executive Committee as well as the entire Board of Trustees as necessary.
3. Appoints one member of the Board of Trustees to the ASCLS Awards Committee for a term of one (1) year.
4. Submits reports of the Fund activities as appropriate to the Fund Board of Trustees and the ASCLS Board of directors as well as a yearly report to the ASCLS House of Delegates.
5. Develop the proposed annual budget to be approved at the Annual Meeting
6. Makes Committee assignments and establish deadlines necessary for efficient operation of Fund activities.
7. Works with the ASCLS Executive Office to organize a prudent financial investment policy for the Fund and present this information to the Board or Trustees for review and approval.

8. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

Vice-Chair Responsibilities: This individual shall become acquainted with the office of Chairperson and preside in the absence of the Chairperson. The Vice-Chair shall serve in such other capacities as designated by the Chair.

1. Serves as a member of the Executive Committee of the Fund.
2. Serves as a member of the Board of Trustees.
3. Is responsible for the updating and distribution of the Bylaws and SOPs.
4. Performs such other duties as assigned by the Board of Trustees, the Executive Committee, or the Chair of the Fund.

Secretary/Treasurer Responsibilities: The Secretary/Treasurer is responsible for maintenance of all financial records and meeting records of the Fund Board of Trustees and Executive Committee.

1. Works with the Chairperson of the Fund and the ASCLS Executive Office to prepare regular reports of the financial status of the Fund; one report being the annual financial report. Prepare a proposed budget for presentation at the Board of Trustees meeting held in conjunction with the ASCLS Annual Meeting.
2. Is responsible for accurate recording and distribution of minutes of all Fund meetings. They will obtain the proper authorizations and signatures for any governmental agencies. It is the Secretary/Treasurer's responsibility to preserve and store any tape-recorded deliberations of Fund meetings or activities.
3. Documents all approved motions, mail ballots and meetings of the Executive Committee as well as the Board of Trustees.

Members of the Executive Committee Responsibilities: These persons shall function as the Committee that is responsible for the Fund activities and decisions when the Board of Trustees is not in session or a complete polling of the Board is not practical.

1. Serves as a member of the Board of Trustees of the Fund.
2. Performs such actions as requested by the Board, the Executive Committee, or the Chairperson.

Appointment to Awards Committee Responsibilities: The Chair of the Board of Trustees appoints one (1) of the Trustees for a one (1) year term to the ASCLS Awards Committee.

1. Helps coordinate promotional activities of the Awards Committee and the E&R Fund.
2. Assists in periodic review of promotional materials and application forms.
3. Assists in coordinating the presentation of the E&R Fund Awards at the Annual Meeting.

GOVERNMENT AFFAIRS COMMITTEE (GAC)

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee serves to assist ASCLS in achieving its objectives of influencing the formulation of appropriate public (governmental) policy on health care issues vital to the profession and the patients they serve. The goal is to promote member understanding and participation in the Society's governmental activities. It effectively advocates the Society's positions through membership involvement in the major areas of ASCLS governmental activity - Federal legislation and regulations, State legislation and regulation, policies for civil and uniformed services.

Composition, Appointment Term, and Leadership:

1. Composition: The total committee membership is twelve (12) members of which one (1) must be a Developing Professional member and one (1) must be an Ascending Professional member.
 - a. Each of the ten (10) members is assigned to one of the ten ASCLS regions to act as a liaison with the State and Regional GAC leaders.
 - b. Special Advisors: May be appointed to three (3) year terms with no term limit to provide specific expertise to this committee; Appointed by the President-Elect with Board approval.
 - c. Association of Genetic Technologists (AGT) Additional Member: An AGT member may be appointed as a liaison member to this committee.
2. Appointment Term & Leadership:
 - a. Committee Members: Three (3) year term; three to four (3-4) members appointed annually; may only serve for two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year.
 - b. Developing Professional Member: One (1) year term
 - c. Ascending Professional Member: One (1) year term; maximum of two (2) terms
 - d. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. Assist in the analysis and drafting of comments on proposed legislation and regulations.
2. Provide consultation and recommendations on legislative and regulatory issues to the committee chair and ASCLS leadership.
3. Collaborate with ASCLS Executive Vice President and Legislative Consultant to continue ongoing communication of legislative and regulatory issues to all members via e-mail updates. ASCLS website, monthly community groups or other means of communication.
4. Develop and disseminate educational materials, including continuing education that will demonstrate how government and legislative issues impact the clinical laboratory professional, working at all levels of practice.
5. Support the staff in implementing and maintaining the Society's government programs.
6. Collaborate with the ASCLS office staff in planning and support of the ASCLS Legislative Symposium.
7. Serve as resources to the membership on governmental matters.

8. Complete projects assigned by the Chair.
9. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

Chair's Responsibilities:

1. Works with Executive Office to monitor, identify and analyze proposed legislation and regulation and make recommendations for action.
2. Makes recommendations and assists in the development of comments to be submitted on various governmental (legislative/regulatory) issues.
3. Communicates with Committee members, office staff, and the ASCLS President on a regular basis and responds to requests and prepares reports as needed.
4. Submits a proposed Committee budget for each fiscal year to the ASCLS National Office for all activities and projects to be undertaken by the Committee.
5. Assists in the planning of the government programming for Legislative Day and the Annual Meeting.
6. Recommends ASCLS members to the Society President for appointment to federal agency advisory panels and committees.
7. Ensures that the membership is kept informed of governmental issues and activities through articles in Society publications.

LEADERSHIP ACADEMY COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This committee is responsible to develop and implement the curriculum and activities for an intensive year-long experience in leadership issues facing rising leaders within ASCLS.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership is six (6) members
 - a. Past Chair: This position held by the previous Chair of the Leadership Academy Committee is a one-year ex-officio appointment. Past Chair position is for continuity of leadership and will be primarily working with the present Committee Vice-Chair and the Academy class that will graduate at the Annual meeting
 - b. Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term as the Chair. The Chair of the Leadership Academy Committee will serve as the director of the Leadership Academy program for their one-year term. After their term as Chair, they will move into the Past Chair position for 1 year
 - c. Vice Chair: Appointed from the members of the committee by the President-elect with ASCLS BOD approval. Vice Chair will serve 1 year as Vice-Chair, one year as Chair and one year as Past -Chair. Leadership Academy class that begins their development under the Vice-Chair will have the same leader until they graduate from the Academy program. Also serves as an ex-officio member of Leadership Development Committee.
2. Appointment Term & Leadership: Three (3) year term; may only serve for two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year

Committee Responsibilities:

1. Publicizes the application process for the ASCLS Leadership Academy class using sources such as ASCLS Today, ASCLS Web page, and all ASCLS Member Communities
2. Organize the year's agenda, curriculum, faculty, and meetings/conference calls
3. Serve as resources and mentors for Leadership Academy class participants
4. Serve as resource in annual Leadership Academy project development and production
5. Work with the Leadership Academy faculty and Board liaison to review the curriculum and the application and graduation requirements of the previous year's Academy and suggest appropriate changes to be used for future Academy classes.

Chair's Responsibilities:

1. Acts to interface leadership with other ASCLS committees.
2. Disseminate leadership related information and/or directives from the Board of Directors to the members of the Committee and to constituent society leadership development chairs.
3. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee

LEADERSHIP DEVELOPMENT COMMITTEE (LDC)

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee is responsible for increasing state and regional activity in leadership development.

Composition, Appointment Term and Leadership:

3. Composition: The total committee membership is twelve (12) members of which ten (10) are the Regional LDC chairs, and one (1) Developing Professional member and one (1) Ascending Professional committee member.
4. Appointment Term & Leadership:
 - a. Regional LDC Chairs: Three (3) year term; three to four (3-4) members appointed annually; may only serve for two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year.
 - b. Regional LDC Chair appointment made by the Regional Director during their first year in office; the regional LDC chair's term begins during the second year of the Regional Director's term.
 - c. Developing Professional Member: One (1) year term
 - d. Ascending Professional Committee Member: One (1) year term
 - e. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. Accomplishes the Committee purpose and accepts and implements charges assigned by the President and/or Board of Directors.
2. Assists in planning projects designed to accomplish the basic functions of the Committee.
3. Prepares and provides Committee reports as required by the Leadership Development Committee chair and/or Regional Directors.
4. Submit a proposal to present a constituent society leadership development session at the annual meeting and CLEC.
5. Encourage constituent societies to provide nominees for the Keys to the Future Award.
6. Work with the marketing staff for developing a plan and schedule to feature these new leaders (Key to the Future).
4. Ensure that the Regional LDC committee members have the written information needed to succeed in their roles. The Regional LDC members have the following responsibilities:
 - a. Coach and mentor state LDC chairs in their Region to identify and develop new leaders at the local and state levels.
 - b. Assist Regional Director in making Regional appointments, and nominations for national offices or Committee appointments.
 - c. Encourage each state in their Region to recognize and reward newly active leaders with Keys to the Future awards and other recognitions.
 - d. Encourage leadership skills seminars at state and regional meetings.

Chair's Responsibilities:

1. Appoint a Leadership Development Committee representative to the Awards Committee
2. Initiate projects, which accomplish the functions of the Committee.
2. Acts to interface leadership with other ASCLS committees.
3. Disseminate leadership related information and/or directives from the Board of Directors to the members of the Committee and to constituent society leadership development chairs.
4. Work with staff in planning and preparing for the execution of projects.
5. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee

MARKETING AND COMMUNICATIONS COMMITTEE

Responsible and Reports to: ASCLS Board of Directors

Purpose: Assists the society with identifying and implementing Marketing and Communication strategy.

Composition, Appointment Term, and Leadership:

1. Composition: The total committee membership is eleven (11) members:
 - a. Three (3) “at-large” members with at least one Ascending Professional member
 - b. Clinical Laboratory Science Editor-in-Chief, ex-officio
 - c. ASCLS Today Editor, ex-officio
 - d. Scientific Assembly Vice-Coordinator, ex-officio
 - e. Representatives: Vice-Chairs or representatives from the following Committees: Membership, Promotion of the Profession, Patient Safety, and the Annual Meeting Steering Committee
 - f. Developing Professional Forum Representative
2. Appointment Term, and Leadership
 - a. Committee members: Three (3) year term; may serve two (2) terms and may not serve again until they have been off the committee for a minimum of one (1) year
 - b. Ex-officio Committee members: terms are concurrent with the offices they hold as ex-officio members
 - c. Representative Committee members: One (1) year terms; may serve up to three (3) terms
 - d. Developing Professional Forum Representative: One (1) year term
 - e. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. Identify internal and external trends that should be strategically addressed by ASCLS through marketing and communication.
2. Coordinate the focus on all ASCLS publications and messaging platforms to demonstrate the value of ASCLS to all key stakeholders.
3. Assist the society with developing marketing and communication strategy and plans.
4. Enhance the Society’s ability to effectively leverage professional networks and integrate marketing and communication across all platforms.
5. Equip all members with tools to promote ASCLS and the profession.
6. Build the ASCLS brand around the value of the organization and the profession.

Chair's Responsibilities:

1. Initiates projects, which accomplish the functions of the Committee.
3. Responds to requests, prepares reports and handles communications as requested.
4. Utilize the ASCLS Today newsletter and ASCLS Communities to promote the work of the committee.

MEMBERSHIP COMMITTEE (MC)

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee is responsible for the recruitment of new members and the retention of present members, reactivation of lapsed members, and other member services.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership is fourteen (14) members of which ten (10) are the Regional Membership Representative appointments, one (1) Developing Professional member, one (1) Ascending Professional member, one (1) Emeritus member, and one (1) Community member.
2. Appointment Term & Leadership:
 - a. Regional Membership Representative Members: Three (3) year term; three to four (3-4) members appointed annually; may only serve for two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year.
 - b. Regional Membership Representative Members are appointed by the Regional Director during their first year in office; the regional representative's term begins during the second year of the Regional Director's term.
 - c. Developing Professional Member: One (1) year term May move to the Ascending Professional Forum member upon recommendation of the committee chair.
 - d. Ascending Professional Committee Member: One (1) year term (max of 2 terms)
 - e. Emeritus ASCLS Member: Two (2) year term (max of 2 terms)
 - f. Community Member: Two (2) year term (max of 2 terms)
 - g. Chair and two (2) Vice-Chairs: Appointed from the members of the committee by the President-Elect with Board approval; Chair and Vice-Chairs serve one (1) year terms with the Chair limited to three (3) terms. Committee Chair must have been on the committee a minimum of one (1) year.

Committee Responsibilities:

1. Accomplishes the Committee purpose and accepts and implement charges assigned by the President and Board of Directors.
3. Continue to design, implement, develop metrics, and evaluate current membership recruitment campaigns
4. Continue to design, implement, develop metrics, and evaluate current membership retention campaigns.
5. Work with all constituent society Presidents and Regional Directors to identify and appoint membership chairs in each constituent society and region. Prepares and provides Committee reports as required by the Member Services Committee Chair and/or Regional Directors.
6. Coach and mentor state MSC chairs in their Region. Communicates all MSC actions to the state MSC chairs as appropriate.
7. Members are to be familiar with resources available to answer questions and solve membership problems for the general membership.
8. Communicate membership numbers/trends on a set schedule with constituent society and regional membership chairs and encourage them to promote membership at their constituent

society meetings through presentations, networking, and involvement with students and new professionals.

9. Collaborate with the Ascending Professionals Forum, the Diversity Advocacy Council, and the Developing Professionals Forum to promote membership campaigns and to attract members reflecting the diversity of the profession.
10. Evaluate options to ensure we are inclusive of other laboratory professionals; Phlebotomists, Laboratory Assistants.
11. Promote and educate leaders and members with special promotional materials for constituent societies in-person educational events and other forms of communication.
12. Administers the *Voices Under 40* recognition program.

Chair's Responsibilities:

1. Prepares and submits reports to the Board of Directors and House of Delegates.
2. Initiates projects, which accomplish the functions of the Committee.
3. Acts to interface membership with other ASCLS committees.
4. Disseminates membership related information and/or directives from the Board of Directors to the members of the Committee and to constituent society membership chairs.
5. Works with the office staff in planning and preparing for the execution of projects.
6. Plans and assists with the miscellaneous membership activities associated with the Annual Meeting.
7. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

MENTORSHIP COMMITTEE

Responsible and Reports to: ASCLS Board of Directors.

Purpose: This Committee is responsible for promoting and maintaining the Mentorship program. This includes but is not limited to, promoting the program, recruiting participants, providing orientation to both mentors and mentees, and providing and monitoring the mentorship program content

Composition, Appointment Term, and Leadership:

3. Composition: The Committee is comprised of eight (8) ASCLS members.
 - a. Four (4) members with more than 5 years' experience in the profession and more than 5 years of ASCLS membership
 - b. Three (3) Ascending Professional members and/or Professional members with less than five (5) years' membership
 - c. Ascending Professionals must qualify as Ascending Professional at the time of appointment. ii. New Professional members must qualify as new members at the time of appointment
4. Appointment Term, and Leadership:
 - a. Committee Members: Three (3) year term; two (2) members appointed annually; may serve two (2) terms and may not serve again until they have been off the committee for a minimum of one (1) year.
 - b. Ascending Professionals/Professional members with less than five (5) years' membership: Three (3) year term
 - c. Developing Professional member: One (1) year term
 - d. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. Responsible for developing and implementing the Mentorship program. This includes but is not limited to, promoting the program, recruiting participants, providing orientation to both mentors and mentees, and providing and monitoring the mentorship program content.
2. Responsible for the development of mentorship resources for ASCLS members.
3. Collaborate with the Leadership Development Committee, Ascending Professionals Forum, the Diversity Advocacy Council, and the Developing Professionals Forum to develop mentorship programs that meet the needs of these members
4. Utilize online training (learning management program) options to prepare mentors and mentees

Chair's Responsibilities:

1. Coordinate the activities of the Committee.
2. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee

P.A.C.E.® COMMITTEE

Responsible and Reports to: ASCLS Board of Directors

Purpose: Professional Acknowledgement for Continuing Education (P.A.C.E.®) is an administrative system established to stimulate and document continuing education activities and to authorize the providers of such activities. The Committee serves to accomplish the goal of the program, which is to create a combined provider approval and education documentation system for interested allied health professionals.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership is thirteen (13) members.
2. Appointment Term and Leadership:
 - a. Committee Members: Three (3) year term; four to five (4-5) members appointed annually; may only serve for two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year.
 - b. Special Advisor: Two (2) year term; no term limit and serve as non-voting members
 - c. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms. The Chair must have served at least one (1) year as a committee member prior to appointment.
 - d. One committee member will serve to coordinate FOCUS program in the *CLS Journal* to ensure P.A.C.E. ® compliance.

Committee Responsibilities:

1. Develops and maintains a continuing education quality assurance system and assure that the P.A.C.E.® approved activities meet the needs of the profession.
2. Conducts a continuing program of review and evaluation of the policies and operations of the P.A.C.E.® program.
3. Continue to work with the ASCLS P.A.C.E.® Director to maintain a quality assurance system and ensure that the approved activities meet P.A.C.E.® standards, and the needs of licensing and certifying bodies of the profession.
4. Each P.A.C.E.® committee member will review submitted program proposals as requested and submit recommendations to the P.A.C.E.® Chair.
5. Approves the providers and program administrators who meet the P.A.C.E.® criteria and standards.
6. Requires that each provider verify individual attendance at P.A.C.E.® continuing education offerings.
7. Communicate rules regarding official P.A.C.E.® and ASCLS revenue implication
8. Develops and participates in a rotation schedule to evaluate P.A.C.E.® documentation as submitted by providers to ensure that evaluations are equally distributed to all members.
9. The Committee seeks input and approval from the Board of Directors in establishing and implementing policy and major procedural changes.

Chair's Responsibilities:

1. Coordinates the activities of the Committee and implements approved program changes as appropriate.
2. Resolves policy and procedure controversies within the Committee and with Program Administrators.
3. Defines and coordinates the activities of the regional representatives.
4. Coordinates with the Director of Membership and P.A.C.E.® to develop a schedule for coverage of the P.A.C.E.® desk at the Annual Meetings.
5. Prepares P.A.C.E.® Committee reports for the Board of Directors meetings and other reports as requested with copies to the Board liaison.
6. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee

PATIENT SAFETY COMMITTEE (PSC)

Responsible and Reports to: ASCLS Board of Directors

Purpose: The committee is responsible to assist ASCLS in achieving its mission to ensure and enhance patient safety.

Composition, Appointment Term, Leadership:

1. Composition: The total committee membership is fourteen (14) members of which one (1) must be Developing Professional members and one (1) must be Ascending Professional members. Committee will have two workgroups: Products & Promotions and Education & Research. The committee members will divide into one of the two workgroups. Additional resources may be appointed with no term limit to provide specific expertise to this committee; Appointed by the President-Elect with Board approval.
2. Appointment Term & Leadership:
 - a. Committee Members: Three (3) year term; three to four (3-4) members appointed annually; may only serve for two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year.
 - b. Developing Professional Member: One (1) year term
 - c. Ascending Professional Committee Member: One (1) year term
 - d. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. Provide an educational foundation for laboratory practitioners, health care providers and patients to learn those methods to identify errors and risks to patient safety in relation to the Total Testing Process.
2. Create new products to monitor, evaluate and improve patient safety on a day-to-day basis in clinical laboratories.
3. Collaborate with other ASCLS committees as a resource for patient safety information.
4. Design, develop, publish and distribute new patient safety products as needed
5. Continue to develop and provide patient safety resources to be used in clinical laboratory science curricula
6. Strengthen media response to patient safety issues and promote the value of the clinical laboratory profession.
7. Identify and develop benchmarks to improve patient safety.
8. Promote collaborative efforts with other organizations to improve patient safety.

Chair's Responsibilities:

1. Directs and coordinates the activities and functions of the Committee.
2. Serves as the spokesperson for the Committee.
3. Prepares reports of Committee's activities for the Board of Directors as requested.
4. Utilizes the *ASCLS Today* Newsletter and ASCLS Communities to promote the work of the committee.

POLITICAL ACTION COMMITTEE (PAC) BOARD OF TRUSTEES

Responsible and Reports to: ASCLS Board of Directors.

Purpose: The ASCLS Political Action Committee is a voluntary non-profit organization created to provide financial and educational support for the election campaigns of responsible candidates for Congress.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership is ten (10) appointed Trustees, each representing one of the ten (10) ASCLS regions.
2. Appointment Term, and Leadership:
 - a. Trustees: Appointed on a rotational basis, to serve a three (3) year term; may only serve for two (2) terms and may not serve again until they have been off the PAC Board for a minimum of one (1) year.
 - b. Recommendations for appointment are solicited from the Regional Director during the first year of their term and approved by the ASCLS Board of Directors. The Trustee's term begins during the second year of the Regional Director's term.
 - c. Chair, Vice-Chair and Treasurer: The ASCLS PAC Board of Trustees elects their Chair, Vice-Chair and Treasurer annually at the ASCLS annual meeting, to serve a one (1) year term.

PAC Board Responsibilities:

1. The Board of Trustees works with the Legislative Consultant to direct PAC donations into efforts that will benefit the field of clinical laboratory science and its practitioners.
2. At the beginning of the ASCLS year, establish a stretch goal for fundraising and develop an action plan to achieve that goal.
3. The Chair works with the Government Affairs Committee and the ASCLS Office to plan the annual ASCLS Legislative Day held in March.
4. The committee develops fund-raising activities to be held in conjunction with the Legislative Symposium and the Annual Meeting.
5. The Committee updates/develops materials for use at State and Regional meetings to help promote contributions to the ASCLS PAC.
6. Mentor state and regional representatives in the processes and requirements for conducting PAC donation campaigns at the state and regional levels.
7. Regional representatives work with their states to solicit contributions to the ASCLS PAC.
8. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

PRODUCT DEVELOPMENT COMMITTEE:

Responsible and Reports to: ASCLS Board of Directors

Purpose: The Committee is responsible for the review and maintenance of current educational products and annual assessment for relevance to current professional practice. When the determination is made that there exists a need for revisions, the Committee will ensure that they are referred for update. If it is determined that a new publication should be developed, the Committee will see that the project is assigned and developed.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership is twelve (12) members of which one (1) must be a Developing Professional member, one (1) must be an Ascending Professional member and one (1) must be an ASCLS member who works in industry.
2. Appointment Term and Leadership:
 - a. Committee Members: Three (3) year term; three (3) members appointed annually; may only serve for two (2) terms and may not serve again until they have been off the Committee for a minimum of one (1) year.
 - b. Developing Professional Member: One (1) year term
 - c. Ascending Professional Committee Member: One (1) year term
 - d. Industry ASCLS Member: One (1) year term
 - e. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. Annually assess the need for educational products. Continue to develop educational programs and products in response to new advances in the profession.
2. Assist the Director of Membership and P.A.C.E.® in identifying specific topics and authors for development of educational products.
3. Continue to collaborate with other organizations to provide educational opportunities. Consider partnerships outside of the laboratory community, such as other healthcare related professions.
4. Assesses existing products annually for relevance to current professional practice.

Chair's Responsibilities:

1. Directs and coordinates the activities and functions of the Committee.
2. Serves as the spokesperson for the Committee.
3. Prepares reports of Committee's activities for the Board of Directors as requested.
4. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

PROMOTION OF THE PROFESSION COMMITTEE (PPC)

Responsible and Reports to: ASCLS Board of Directors

Purpose: This Committee participates in areas of activity that include public image, communications media, personnel development and employment security. It provides resources to improve the image of the Society and the profession.

Composition, Appointment Term, and Leadership:

1. Composition: The total committee membership is nine (9) members of which one (1) must be a Developing Professional member; one (1) must be an Ascending Professional member and one (1) must be an ASCLS member who works in industry.
2. Appointment Term, and Leadership
 - a. Committee Members: Three (3) year term with two (2) members appointed annually; may serve for two (2) terms; may not serve again until they have been off the Committee for a minimum of one (1) year
 - b. Developing Professional Member: One (1) year term
 - c. Ascending Professional Member: One (1) year term
 - d. Industry ASCLS Member: One (1) year term
 - e. Chair and Vice-Chair: Appointed from the members of the committee by the President-Elect with Board approval; one (1) year term with the Chair limited to three (3) terms.

Committee Responsibilities:

1. Continue to develop and update promotional tools and resources available through ASCLS and publicize their availability in ASCLS Today, Membership Forum and Communities, and social media as appropriate.
2. Collaborate with other clinical laboratory organizations to demonstrate the value of the profession to ourselves, other healthcare professions and to the public.
3. Promote patient advocacy among members to demonstrate the value of the clinical laboratory profession to the general public.
4. Utilize the ASCLS blog "The Bench Connection" to share ideas and engage conversations on promoting the profession.
5. Collaborate with the Director of Marketing and Communication to promote ASCLS materials and provide resources for MLPW.
6. Develop a campaign for an appropriate charitable organization to be held in conjunction with the Annual Meeting
7. Collaborate with other ASCLS committees/forums to assist with and identify endeavors that promote the profession e.g. National Science event, Lab Science Careers website, CCCLW

Chair's Responsibilities:

1. Appoint a Promotion of the Profession Committee representative to the Awards Committee.
2. Coordinate the Promotion of the Profession Fundraising Competition and coordinate with the Awards Committee on the presentation of awards at the ASCLS Annual Meeting
2. Submits a proposed Committee budget for each fiscal year to the ASCLS National Office for all activities and projects to be undertaken by the Committee.

3. Responds to requests, prepares reports and handles communications as requested.
4. Utilize the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee.

SCIENTIFIC ASSEMBLY (SA)

Responsible and Reports to: ASCLS Board of Directors

Purpose: The Scientific Assembly and the individual Scientific Assemblies will serve to provide expert consultation and technical reviewers for such areas as examinations, conventions, continuing education, etc. in discipline-related areas.

Composition, Appointment Term and Leadership:

1. Composition: The total committee membership includes the SA Coordinator, SA Vice-Coordinator and the Chair and Vice-Chair of the individual Scientific Assemblies.
2. Appointment Term and Leadership:
 - a. The Coordinator and Vice-Coordinator: Appointed annually for a one (1) year term.
 - b. The individual Scientific Assemblies Chairs and Vice-Chairs: Elected by their respective Scientific Assembly for a total term of four (4) years; two (2) years as Vice-Chair and two (2) years as Chair.
 - c. Scientific Assembly Coordinator and Vice-Coordinator: Professional or emeritus members who have demonstrated an interest in furthering the goals of the Scientific Assembly through the individual Scientific Assemblies and who have demonstrated exceptional communication skills in working with various groups are eligible for appointment.

Coordinator Responsibilities:

1. Fulfills the goals of the Scientific Assembly coordinator as outlined in the *Handbook for Scientific Assemblies*.
2. Communicates on a routine basis with each assembly chair. Responds to all communications in a timely manner.
3. Appoint a Scientific Assembly representative to the Awards Committee to coordinate the awards process, no later than August 1. Coordinate awards process with the Awards Committee
4. Periodically facilitates article submission for individual SAs for *ASCLS TODAY* and editorials for the *Clinical Laboratory Science* journal.
5. Chairs SA business meeting and attends all relevant sessions of the Scientific Assemblies at the annual meeting.
6. Communicates as necessary with the Executive Office on business of the Scientific Assemblies.
7. Submits reports of Scientific Assemblies' activities to each Board of Directors meeting and House of Delegates.
8. Reviews nominations for the Scientific Assembly Bio-Rad Professional Achievement Award in conjunction with the SA Co-coordinator and SA Selection Committee as needed.
9. Collaborate with the SA Chairs and others e.g. constituent society presidents, to increase the number of nominees for the Professional Achievement Award from EACH Scientific Assembly.
10. Collaborate with the SA chairs to facilitate ways to empower our members to provide clinical laboratory science expertise.
11. Monitor activities of Scientific Assembly/member community.

12. Identify and assist any Scientific Assembly that may require help in strengthening activities and developing a plan for communicating and engaging members.
13. Promote the use of the online Scientific Assembly Communities to foster involvement
14. Utilizes the *ASCLS Today* newsletter and ASCLS Communities to promote the work of the committee

Discipline Specific Scientific Assembly Chairs:

1. Communicate with SA members on a regular schedule.
2. Identify strategies to increase membership, diversity, and activity in each Scientific Assembly
3. Collaborate with the APRC to solicit program abstracts for the Annual Meeting and identify presenters.
4. Identify authors to submit articles for possible publication in ASCLS outlets.
5. Identify significant scientific developments and strategies to communicate to ASCLS membership

REPRESENTATIVES TO RELATED ORGANIZATIONS

SOCIETAL REPRESENTATIVES TO RELATED ORGANIZATIONS

Responsible and Reports to: ASCLS Board of Directors

Purpose: Representatives serve as a communication link and translator of information between ASCLS and the related organization. They accept and implement appropriate charges as assigned by the President and/or Board of Directors.

Term of Office: Representatives are appointed by the President-Elect as Chair of the Appointments Committee with approval of the Board for a one-year term or as specified by the related organization. Individuals may be reappointed for an unlimited number of terms.

Categories of Representatives:

- A. *Official representatives to related organizations* that provide internal mechanisms for another organization's representatives to sit on boards, committees, or other official groups within the organization. Some of these organizations require payment of dues and/or expenses of ASCLS representatives to attend meetings.
- B. *Unofficial representatives to related organizations* that have no internal mechanism for representatives of another organization to formally participate in the related organization's governance. ASCLS representatives are ASCLS members who hold individual membership and are interested in the activities and directions of the related organization. These representatives are presently identified as Presidential Advisors.
- C. *Unofficial representatives to organizations* that do not provide mechanisms for either individual membership by ASCLS members or official representation from another organization (e.g., AHA).
- D. *Unofficial representatives to organizations* which have mechanisms for official representation from other organizations, but require payment of dues by ASCLS; or, the ASCLS representative may maintain individual membership in the related organization and communicates information to ASCLS about the related organization's activities.

Responsibilities:

- 1. Communicates appropriate ASCLS positions, concerns, and activities to the related organization.
- 2. Communicates to ASCLS the positions, concerns, and activities of the related organization that may impact upon clinical laboratory science, the ASCLS Strategic Plan, or the ASCLS Mission Statement.
- 3. Ensures consistency in the representation of ASCLS and on issues impacting upon clinical laboratory science and the ASCLS Strategic Plan.
- 4. Representatives provide written activity reports to the ASCLS Board of Directors and House of Delegates when requested.
- 5. Writes articles for the ASCLS publications as requested to inform members of the activities of the related organization.
- 6. Provides the ASCLS Board of Directors with periodic cost/benefit analyses of continued association with the organization as well as an annual detailed budget request.
- 7. Develops a list of responsibilities/tasks/functions, meetings, calendar, and report deadlines specific and internal to the procedures of the related organization.

REPRESENTATIVE TO AHA

The American Hospital Association

Responsible and Reports to: ASCLS President and Board of Directors.

Term of Office: One (1) member is recommended by the President-Elect as Chair of the Appointments Committee and approved by the Board to serve a one (1) year term.

Qualifications: Individuals must be certified in the clinical laboratory sciences.

Responsibilities:

1. This position is that of a liaison to AHA and not an AHA position.
2. The liaison should read the AHA publications and keep abreast of their activities. Any activities that may affect the profession should be reported to the Board of Directors.
3. Any opportunity to be involved with AHA should be explored.
4. Provides a report for each meeting of the Board of Directors.

REPRESENTATIVE TO IFBLS

The International Federation of Biomedical Laboratory Scientists

Purpose: The IFBLS representative for ASCLS shall stay abreast of the activities of IFBLS through correspondence with the ASCLS Executive Vice President and internet communication with IFBLS. The representative will communicate such activities to the ASCLS membership via *ASCLS Today* or other means.

Responsible and Reports to: ASCLS President and Board of Directors.

Term of Office: One (1) member is recommended by the President-Elect as Chair of the Appointments Committee and approved by the Board to serve a one (1) year term as specified by IFBLS.

Qualifications: Individual must be a member in good standing of ASCLS. The IFBLS representative for ASCLS should be an individual showing an interest in international activities of laboratory professionals.

Responsibilities:

1. The representative should attend the biyearly Congress of IFBLS and serve as the chief delegate for ASCLS. If the representative is ineligible to serve as chief delegate (i.e. is an IFBLS Council member, he/she will assist the President in identifying a chief delegate)
2. The Chief delegate will contact other members of ASCLS attending the Congress and name additional delegates who will have voting privileges at the GAD.
3. The chief delegate will inform members of the issues to be voted on.
4. The IFBLS representative may serve as a correspondent for ASCLS, disseminating information sent to the ASCLS executive director from IFBLS.
5. They may nominate interested ASCLS members for the Council.
6. Provides a report for each meeting of the Board of Directors.

MEDIA RESPONDER REPRESENTATIVE

Responsible and Reports to: ASCLS President and Board of Directors.

Term of Office: The representative will serve a one (1) year term.

Qualifications: The ASCLS Immediate Past President serves in this capacity.

Responsibilities:

1. Review publications and other articles that impact the Clinical Laboratory profession and ASCLS.
2. Respond to or make recommendations for response to articles or publications on behalf of ASCLS.

RESPENTATIVE TO CLSI

Clinical and Laboratory Standards Institute

Statement: CLSI develops and promotes the use of voluntary consensus standards and guidelines for clinical laboratory science. Additionally, they provide an unbiased forum to address clinical issues that impact upon the quality of healthcare and patient testing.

Responsible and Reports to: ASCLS President and Board of Directors

Term of Office: One member is recommended by the President-Elect as Chair of the Appointments Committee and approved by the Board to serve a one (1) year term.

Qualifications: Individuals must be certified in the clinical laboratory sciences and a member of ASCLS.

Responsibilities:

1. The representative serves as a delegate and is the principle liaison with CLSI.
2. They vote on acceptance of documents submitted for approval, elections of officers and Board members, and proposed CLSI Bylaws changes.
3. Each delegate is encouraged to comment on CLSI standards and guidelines and to nominate participants from ASCLS to assist on projects.
4. Provides a report for each meeting of the Board of Directors

REPRESENTATIVES TO NAACLS

The National Accrediting Agency for Clinical Laboratory Sciences

Statement: The Agency is established through joint agreement by the initial sponsoring organizations, the American Society of Clinical Pathologists, and the American Society for Clinical Laboratory Science. All aspects of this Agency shall be independent from the constitutional organization, bylaws, and regulations of any of the sponsoring or participating organizations except for mechanisms to provide for the selections of their respective representatives to the Board. Sponsoring and participating organizations, which cooperate in the functions of the Agency, shall engage in no activities that are duplicative of or conflict with the purposes and functions of the Agency. Representatives of the sponsoring and participating organizations shall be eligible to be a part of the governance of the Agency as provided in these Bylaws.

Responsible and Reports to: ASCLS President and Board of Directors

Term of Office: Three members are recommended (on different years) by the President-Elect as Chair of the Appointments Committee and approved by the Board; each to serve a four (4) year term as specified by NAACLS.

Qualifications: Individuals must be certified in the clinical laboratory sciences and be a manager, program official, or faculty in NAACLS accredited programs or their affiliates.

Responsibilities:

1. Provides the perspective of clinical laboratory science educators and presents and supports the directives of the ASCLS membership regarding concerns associated with accreditation functions, policies, and practices.
2. Prepares and provides reports to the ASCLS Board of Directors. The representatives provide special reports as needed to alert members of decisions made by the Agency that have critical impact upon the profession.
3. Requests feedback, information, and input from ASCLS President (or designee) regarding issues that potentially have critical input upon the mission, purposes, and directions of ASCLS.

REPRESENTATIVES TO THE BOARD OF CERTIFICATION

Statement:

The following are the Board of Certification (BOC) Mission & Vision Statements

Mission: The mission of the BOC is to provide excellence in certification of laboratory professionals on behalf of patients worldwide.

Vision: To be the gold standard in global certification for all laboratory professionals.

Responsible and Reports to: ASCLS President and Board of Directors

Term of Office: Four members are recommended by the President-Elect as Chair of the Appointments Committee, with approval of the Board. Each representative is to serve a three (3) year term as specified by BOC. Nominees are expected to serve three consecutive terms.

Qualifications: Individuals must be currently certified by BOC and be a professional member of ASCLS.

They are expected to maintain certification throughout their tenure on the BOC.

Responsibilities:

1. Serves as a member of the Board of Governors (BOG) of BOC.
2. Provides the perspective of ASCLS members; presents and supports the directives of the ASCLS membership regarding concerns associated with certification functions, policies, and practices.
3. Serves on Standing Committees or Task Forces of the BOC as appointed.
4. Attends all scheduled BOC meetings. If a member of the Executive Committee also attends the Strategic Planning Session and participates in monthly conference calls.
5. Responds to ASCLS membership's needs for information.
6. Prepares and provides reports on BOC activities to the ASCLS BOD meetings and to the House of Delegates (HOD).
7. Requests feedback, information, and input from ASCLS President (or designee) regarding issues that potentially have critical impact upon the mission, purpose, and direction of ASCLS.
8. Participates in BOC conference sessions and staff conference tables/booth offered during the ASCLS Annual Meeting and the Clinical Laboratory Educators Conference as requested, to interface with and respond to questions and concerns.
9. Participates in BOC informational sessions at ASCLS regional and constituent society meetings upon request from the Meeting Planning Committee.
10. Serves as an officer of the BOC Board, if elected to the position.
11. Provides consultative services to the BOC executive office staff and to the President of the Board, as requested.
12. Keeps informed of national trends and regulations related to the credentialing processes of health personnel, particularly laboratory personnel.
13. Becomes knowledgeable of examination committee and evaluation processes related to certification.

RESPONSIBILITIES

BOARD LIAISON

A member of the Board of Directors is selected to be the Board liaison to each ASCLS Committee. The Liaison serves as the communication link between the Board and Committees and has the following general responsibilities.

1. Communicates with their assigned Committee chair shortly after Annual Meeting to explain the role of the Board Liaison, ensure that the Chair has all the needed information (Committee SOP's, position description, names and addresses of committee members, ASCLS calendar, etc.), review committee charges/plans/deadlines projected for the year, etc. The liaison should clearly explain the responsibilities of the Chair in the communication system.
2. Communicates frequently throughout the year with the Chair to assess progress toward meeting stated goals.
3. Receives copies of all pertinent communication from the chair to members (and vice versa) or otherwise related to committee function.
4. Receives copies directly from the chair of all committee reports to the Board of Directors.
5. Relays committee matters to the Board at the time of its regularly scheduled meetings or between meetings if necessary. The liaison submits motions, at the request of the committee, to the Board.
6. Communicates to the Chair as soon as possible after each Board Meeting all decisions made that relate to the committee and all discussion relevant to its function.
7. Reminds Chair in advance of due dates for reports so that agenda books can be distributed in a timely manner.
8. Assists Chair in preparation of budget requests, if necessary.
9. Attends committee meetings at the Annual Meeting and communicates any action/discussion to the Board.
10. Communicates with the Appointments Committee about future appointments to the committee.
11. Mentors Chair in the operation of the organization at the national level and assists whenever possible.
12. Consults with Chair on the appointment of any task forces being delegated issues within the Committee's domain.
13. As requested, conveys to the President the names of committee members nominated for Omicron Sigma recognition.

COMMITTEE CHAIR RESPONSIBILITIES

1. Communicates on a regular basis with all committee members to keep them aware of committee progress.
2. Copies Board Liaison with all communication.
3. Relays pertinent Leadership posting information to committee members in a timely manner.
4. Assures that each committee member has a copy of committee SOP's, position description, goals and strategies, names/addresses of other committee members, etc.
5. Reviews ASCLS calendar in order to meet all stated deadlines. Meets deadlines on other materials distributed throughout the year.
6. Follow up with committee members to see that tasks are being accomplished and to assist them when needed.
7. Copies report to Board of Directors to Board Liaison and talks with Liaison shortly before the meeting so that the Liaison can effectively communicate issues to the Board.
8. Submits report to the House of Delegates for Annual Meeting, which summarizes committee activity throughout the year.
9. Chairs the committee meeting at Annual Meeting the year he/she is incoming Chair. The Chair attends the meeting with the out-going Chair, if possible, to provide for continuity of action.
10. Mentors Vice-Chair in committee function and assigns appropriate tasks.
11. At the request of the President, may represent the interests of ASCLS in the specific committee area of expertise.
12. Ensures that the committee accomplishes strategies delineated in the strategic plan.
13. Notifies board liaison, region director, and President of inactive members.
14. Responds to all requests for information in a timely manner.

VICE CHAIR RESPONSIBILITIES

1. Assists the Chair and completes responsibilities as delegated.
2. Attends all meetings of the committee.

ASCLS POSITION DESCRIPTIONS REVISION RECORD

<u>Date</u>	<u>by</u>	<u>Revision Description</u>
9/26/07	L. Koch	Updated: CEAC composition update; Reason: SOP update requested by AMSC and ASCLS Executive Committee request 9/8/07; BOD email vote 9/07 approved.
10/26/07	L. Koch	Updated: President position, purpose, function updated to include “serves as the ASCP liaison”; motion approved at the 10/26/07 Fall Board Meeting conference call
3/16/08	L. Koch	Updated: 1) Committee Composition, Appointment Term, and Leadership to approved standardized format of SOPs; approved at 3/16/08 Interim Board Meeting 2) Added AGT liaison additional member to GAC; approved at 3/16/08 Interim Board Meeting 3) All references to Young Professionals Committee to New Professionals Committee; approved at the 10/26/07 Fall Board Meeting conference call
7/29/08	L. Koch	Updated: 1) Nominations Committee compositions, appointment term, and leadership 2) PSC PD in accordance to SOP approved 7/29/08 Annual Board Meeting; submitted PSC draft “committee responsibilities” to PSC for approval
10/24/08	L. Koch	Updated: 1) Patient Safety Committee Position description; draft prepared after 7/29/08 Annual meeting; approved by PSC and approved at Fall Board conference call
3/22/09	L. Koch	Updated: <ul style="list-style-type: none"> Renamed Committee on Professional Affairs to Promotion of the Profession Committee (PPC) – approved at 2009 Interim Board Revised JCAHO reference to the Joint Commission Nominations Committee – Member eligibility requirements approved at 2009 Interim Board Student Director – removed Vice-Chair of NPC responsibility; FYP Director changed to Vice-Chair of NPC; both edits due to NPC leadership restructuring from 10/24/08 Fall Board Conference call.
8/7/15	K. Hovis/ A. Hickey	Updated: <ul style="list-style-type: none"> Renamed Abstract Review Committee to Abstract and Proposal Review Committee – approved at 2015 Interim Board Meeting Removed Continuing Education Advisory Council (CEAC) Renamed New Professionals Committee to New Professionals and New Member Forum – approved at March 2014 Interim Board Meeting Changed Representatives to NCA to Representatives to BOC

- Combined Member Recruitment Committee and Member Services Committee to Membership Committee-approved at March 2011 Interim Board Meeting
- Changed Forum for the Concerns of Minorities to Diversity Advocacy Council – approved at July 2015 Board Meeting

5/29/19 ASCLS 2018-2019 BOD Long Range Planning Committee with BOD approval

- Changed Student Professional to Ascending Professional
- Changed New Professional New Member Professional to Ascending Professional
- Added Positions Descriptions for the following Committees:
 - ❖ CLEC steering Committee
 - ❖ Developing Professionals Forum
 - ❖ Doctorate in Clinical Laboratory Sciences
 - ❖ Leadership Academy
 - ❖ Marketing and Communications Committee
 - ❖ Mentorship Committee
- Deleted Position Descriptions for the following:
 - ❖ Representative to the Joint Commission
 - ❖ Representative to NFPA